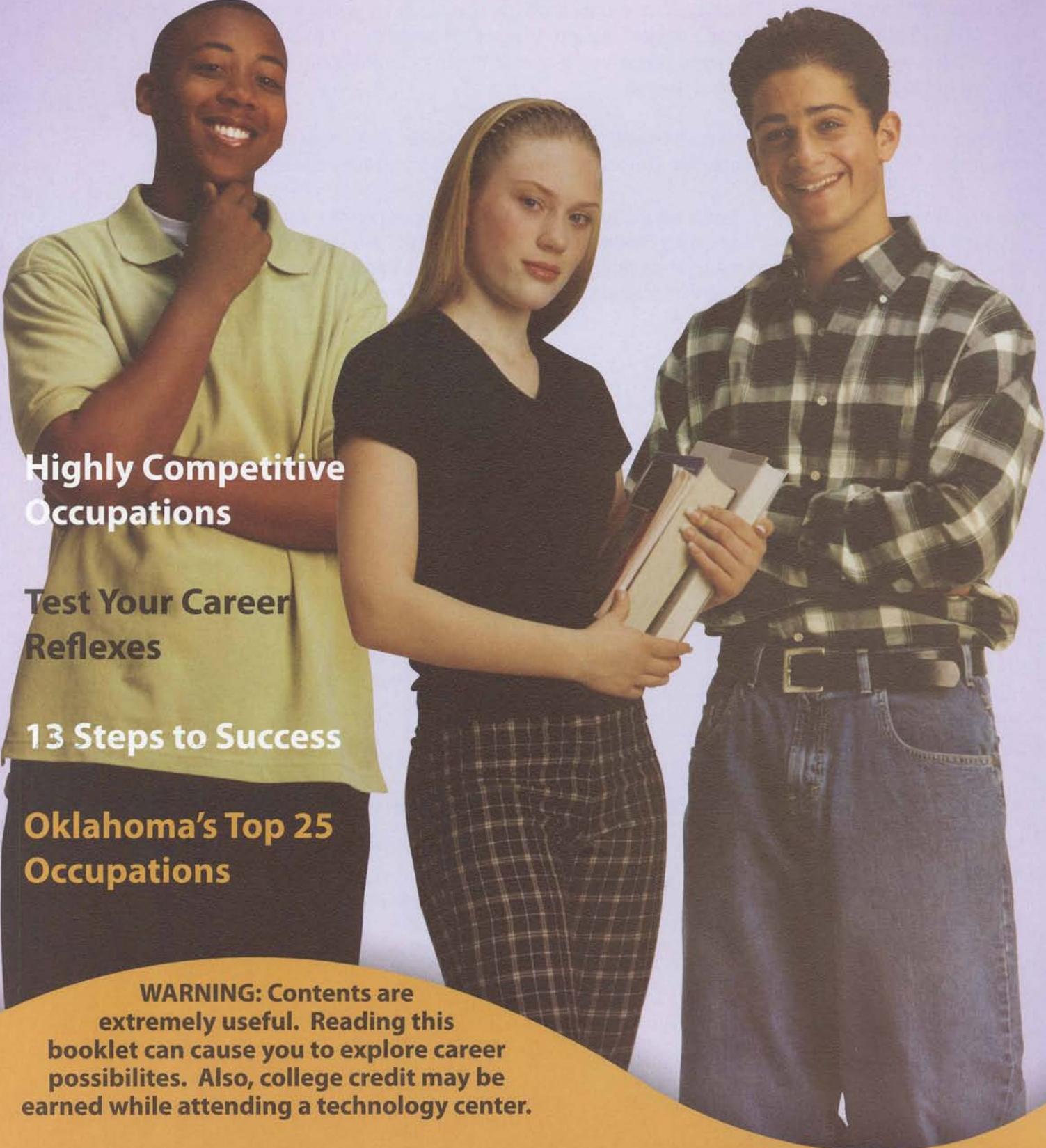


# *The* **Career Connection . . .** *from Learning to Earning*



**Highly Competitive  
Occupations**

**Test Your Career  
Reflexes**

**13 Steps to Success**

**Oklahoma's Top 25  
Occupations**

**WARNING:** Contents are extremely useful. Reading this booklet can cause you to explore career possibilities. Also, college credit may be earned while attending a technology center.

# Highly Competitive Occupations **CAN YOU HANDLE THE COMPETITION?**

**Actor/actress, fashion designer, musician, athletic trainer, super model, professional athlete.**  
Are any of these on your Top 10 list of dream jobs?

If you want to work in one of these occupations, then get prepared for some tough competition! You will need outstanding qualifications to land the job. Wages for these occupations vary, based on experience, success, education, and employer. Some of these occupations may require an agent who will charge for helping you get the job.

Full-time occupations often provide benefits such as paid vacation days, sick leave, and health insurance. Benefits vary by employer. Employees working part time rarely receive benefits.

It's a good idea to research your future occupation—before you spend time and money training for it. Use the Oklahoma Career Information System (OKCIS), and check the information under “Wages” and “Outlook” to see if your dream job is really for you. Develop a backup plan of related occupations just in case your first choice doesn't materialize.

## *First Choice: Actor*

### **Major employers:**

- Movie and TV production companies
- Performing arts companies

### **Back-up plan of occupations:**

- Drama Teacher
- Broadcast Technician
- Costume and Wardrobe Specialist
- News Reporter
- Set and Exhibit Designer
- Sound Engineering Technician

## *First Choice: Fashion Designer*

### **Major employers:**

- Wholesale clothing companies
- Fashion design firms

### **Back-up plan of occupations:**

- Art Director
- Costume and Wardrobe Specialist
- Floral Designer
- Interior Designer
- Landscape Architect
- Set and Exhibit Designer

*Do you dream of becoming an actress, a rock star, or professional athlete? What's your backup plan?*

## *First Choice: Professional Athlete*

### **Major employers:**

- Professional sports teams

### **Back-up plan of occupations:**

- Fitness Trainer or Aerobic Instructor
- Umpire or Referee
- Sports Reporter
- Agent or Business Manager
- Marketing Manager
- Public Relations Manager

## *First Choice: Athletic Trainer*

### **Major employers:**

- Gyms and athletic clubs
- Colleges and universities
- Hospitals
- Physical therapy facilities

### **Back-up plan of occupations:**

- Fitness Trainer or Aerobic Instructor
- Licensed Practical Nurse
- Orthotic and Prosthetic Specialist
- Physical Therapist
- Respiratory Therapist
- Dietitian
- Occupational Therapist

## *First Choice: Model*

### **Major employers:**

- Modeling schools
- Clothing stores
- Modeling agencies

### **Back-up plan of occupations:**

- Sales Representative
- Advertising Manager
- Buyers and Purchasing Agent
- Marketing Manager
- Public Relations Manager
- Purchasing Manager

## *First Choice: Musician*

### **Major employers:**

- Religious organizations
- Performing arts companies
- Entertainment industry

### **Back-up plan of occupations:**

- Film or Video Editor
- Music Composer, Director, or Arranger
- Sound Engineering Technician
- Musical Instrument Repairer or Tuner



# Test Your Career Reflexes

Career Clusters are groups of occupations that are clustered together because they share many common job duties and characteristics. There are 16 different Career Clusters.

Read each activity below and if you like doing it, put an X on the line. After you finish all 16 Career Clusters, add the number of X's in each Career Cluster, and identify your three highest groups (or any group in which you scored a 5 or higher). Turn the page to learn more about your top three Career Clusters.

## Agriculture, Food, and Natural Resources

### Activities that describe what I like to do:

- Learn how things grow and stay alive.
- Make the best use of the earth's natural resources.
- Hunt and/or fish.
- Protect the environment.
- Be outdoors in all kinds of weather.
- Plan, budget, and keep records.
- Operate and keep machines in good repair.

## Hospitality and Tourism

### Activities that describe what I like to do:

- Investigate new places and activities.
- Work with all ages and types of people.
- Organize activities in which other people enjoy themselves.
- Have a flexible schedule.
- Help people make up their minds.
- Communicate easily, tactfully, and courteously.
- Learn about other cultures.

## Human Services

### Activities that describe what I like to do:

- Care about people, their needs, and their problems.
- Participate in community services and/or volunteering.
- Listen to other people's viewpoints.
- Help people be at their best.
- Work with people from preschool age to old age.
- Think of new ways to do things.
- Make friends with different kinds of people.

## Architecture and Construction

### Activities that describe what I like to do:

- Read and follow blueprints and/or instructions.
- Picture in my mind what a finished product looks like.
- Work with my hands.
- Perform work that requires precise results.
- Solve technical problems.
- Visit and learn from beautiful, historic, or interesting buildings.
- Follow logical, step-by-step procedures.

## Information Technology

### Activities that describe what I like to do:

- Work with computers.
- Reason clearly and logically to solve complex problems.
- Use machines, techniques, and processes.
- Read technical materials and diagrams and solve technical problems.
- Adapt to change.
- Play video games and figure out how they work.
- Concentrate for long periods without being distracted.

## Arts, A/V, Technology, and Communication

### Activities that describe what I like to do:

- Use my imagination to communicate new information to others.
- Perform in front of others.
- Read and write.
- Play a musical instrument.
- Perform creative, artistic activities.
- Use video and recording technology.
- Design brochures and posters.

## Law, Public Safety, Corrections and Security

### Activities that describe what I like to do:

- Work under pressure or in the face of danger.
- Make decisions based on my own observations.
- Interact with other people.
- Be in positions of authority.
- Respect rules and regulations.
- Debate and win arguments.
- Observe and analyze people's behavior.



- \_\_\_ Perform routine, organized activities but can be flexible.
- \_\_\_ Work with numbers and detailed information.
- \_\_\_ Be the leader in a group.
- \_\_\_ Make business contact with people.
- \_\_\_ Work with computer programs.
- \_\_\_ Create reports and communicate ideas.
- \_\_\_ Plan my work and follow instructions without close supervision.

### Education and Training

#### Activities that describe what I like to do:

- \_\_\_ Communicate with different types of people.
- \_\_\_ Help others with their homework or to learn new things.
- \_\_\_ Go to school.
- \_\_\_ Direct and plan activities for others.
- \_\_\_ Handle several responsibilities at once.
- \_\_\_ Acquire new information.
- \_\_\_ Help people overcome their challenges.

### Finance

#### Activities that describe what I like to do:

- \_\_\_ Work with numbers.
- \_\_\_ Work to meet a deadline.
- \_\_\_ Make predictions based on existing facts.
- \_\_\_ Have a framework of rules by which to operate.
- \_\_\_ Analyze financial information and interpret it to others.
- \_\_\_ Handle money with accuracy and reliability.
- \_\_\_ Take pride in the way I dress and look.

### Government and Public Administration

#### Activities that describe what I like to do:

- \_\_\_ Be involved in politics.
- \_\_\_ Negotiate, defend, and debate ideas and topics.
- \_\_\_ Plan activities and work cooperatively with others.
- \_\_\_ Work with details.
- \_\_\_ Perform a variety of duties that may change often.
- \_\_\_ Analyze information and interpret it to others.
- \_\_\_ Travel and see things that are new to me.

### Health Science

#### Activities that describe what I like to do:

- \_\_\_ Work under pressure.
- \_\_\_ Help sick people and animals.
- \_\_\_ Make decisions based on logic and information.
- \_\_\_ Participate in health and science classes.
- \_\_\_ Respond quickly and calmly in emergencies.
- \_\_\_ Work as a member of a team.
- \_\_\_ Follow guidelines precisely and meet strict standards of accuracy.

### Activities that describe what I like to do:

- \_\_\_ Work with my hands and learn best that way.
- \_\_\_ Put things together.
- \_\_\_ Do routine, organized and accurate work.
- \_\_\_ Perform activities that produce tangible results.
- \_\_\_ Apply math to work out solutions.
- \_\_\_ Use hand and power tools and operate equipment/machinery.
- \_\_\_ Visualize objects in three dimensions from flat drawings.

### Marketing, Sales, and Service

#### Activities that describe what I like to do:

- \_\_\_ Shop and go to the mall.
- \_\_\_ Be in charge.
- \_\_\_ Make displays and promote ideas.
- \_\_\_ Give presentations and enjoy public speaking.
- \_\_\_ Persuade people to buy products or to participate in activities.
- \_\_\_ Communicate my ideas to other people.
- \_\_\_ Take advantage of opportunities to make extra money.

### Science, Technology, Engineering, and Mathematics

#### Activities that describe what I like to do:

- \_\_\_ Interpret formulas.
- \_\_\_ Find the answers to questions.
- \_\_\_ Work in a laboratory.
- \_\_\_ Figure out how things work and investigate new things.
- \_\_\_ Explore new technology.
- \_\_\_ Experiment to find the best way to do something.
- \_\_\_ Pay attention to details and help things be precise.

### Transportation, Distribution, and Logistics

#### Activities that describe what I like to do:

- \_\_\_ Travel.
- \_\_\_ See well and have quick reflexes.
- \_\_\_ Solve mechanical problems.
- \_\_\_ Design efficient processes.
- \_\_\_ Anticipate needs and prepare to meet them.
- \_\_\_ Drive or ride.
- \_\_\_ Move things one place to another.



Listed below are 16 Career Clusters, areas of career interest, personal qualities, and school subjects related to each. Locate your three highest Career Clusters from the results of your interest inventory.

### *Agriculture, Food, and Natural Resources*

Interest in plant and animal systems, managing and conserving natural resources, production, and selling and/or servicing of agricultural products.

#### Personal qualities that describe me:

- Practical
- Observant
- Physically active
- Step-by-step thinker
- Coordinated

#### School subjects I like:

- Math
- Geometry
- Chemistry
- Trade and Industry
- Physics
- Language Arts

### *Architecture and Construction*

Interest in designing and building or applying mechanical principles to practical situations using machines, hand tools, or techniques.

- Curious
- Good at following directions
- Pay attention to details
- Good at visualizing possibilities
- Patient and persistent

- Math
- Drafting
- Physical Sciences
- Construction Trades
- Electrical Trades/Heat, Air Conditioning and Refrigeration/Technology Education

### *Arts, A/V, Technology, and Communication*

Interest in creative or performing arts, communications or audio visual technology.

- Creative and imaginative
- Good communicator/good vocabulary
- Curious about new technology
- Relate well to feelings and thoughts of others
- Determined/tenacious

- Art/Graphic design
- Music
- Speech & Drama
- Journalism/Literature
- Audiovisual Technologies

### *Business, Management, and Administration*

Interest in planning, organizing, directing, and evaluating business functions.

- Organized
- Practical and logical
- Patient
- Tactful
- Responsible

- Computer Applications/Business and Information Technology
- Accounting
- Math
- English
- Economics

### *Education and Training*

Interest in planning, managing, and providing education and training services including support services, library services, and information services.

- Friendly
- Decision maker
- Helpful
- Innovative/Inquisitive
- Good listener

- Language Arts
- Social Studies
- Math
- Science
- Psychology

### *Finance*

Interest in financial and investment planning, financial management, banking, and insurance services.

- Trustworthy
- Orderly
- Self-confident
- Logical
- Methodical or efficient

- Accounting
- Math
- Economics
- Banking/Financial Services
- Business Law

### *Government and Public Administration*

Interest in performing government functions at the local, state, and federal levels.

- Good communicator
- Competitive
- Service-minded
- Well-organized
- Problem solver

- Government
- Language Arts
- History
- Math
- Foreign Language

### *Health Science*

Interest in helping others with their physical and mental concerns by providing diagnostic, therapeutic, informational and environmental services, including researching and developing new health care services.

- Compassionate and caring
- Good at following directions
- Conscientious and careful
- Patient
- Good listener

- Biological Sciences
- Chemistry
- Math
- Occupational Health classes
- Language Arts



## *Hospitality and Tourism*

Interest in providing services for the convenience of others through travel planning, hospitality services in hotels, restaurants, and recreation services.

## *Human Services*

Interest in meeting family and individual needs through counseling and related supportive services.

## *Information Technology*

Interest in design, development, support and management of hardware, software, multimedia, systems integration services, and technical support.

## *Law, Public Safety, Corrections, and Security*

Interest in judicial, legal, and protective services for people and property.

## *Manufacturing*

Interest in repetitive, organized, hands-on activities for the processing of materials into products usually in a factory setting.

## *Marketing, Sales, and Service*

Interest in bringing others to a point of view through personal persuasion, using sales and promotional techniques.

## *Science, Technology, Engineering, and Mathematics*

Interest in discovering, collecting and analyzing information and applying findings to problems in science, math, and engineering.

## *Transportation, Distribution, and Logistics*

Interest in the movement of people, materials, and goods by road, pipeline, air, railroad, and water.

### **Personal qualities that describe me:**

- Tactful
- Self-motivated
- Works well with others
- Outgoing
- Slow to anger

- Good communicator/good listener
- Caring
- Non-materialistic
- Uses intuition and logic
- Non-judgmental

- Logical/analytical thinker
- Sees details in the big picture
- Persistent
- Good concentration skills
- Precise and accurate

- Adventurous
- Dependable
- Community-minded
- Decisive
- Optimistic

- Practical
- Observant
- Physically active
- Step-by-step thinker
- Coordinated

- Enthusiastic
- Competitive
- Creative
- Self-motivated
- Persuasive

- Detail-oriented
- Inquisitive
- Objective
- Methodical
- Mechanically inclined

- Realistic
- Mechanical
- Coordinated
- Observant
- Planner

### **School subjects I like:**

- Language Arts/Speech
- Foreign Language
- Social Sciences
- Marketing
- Food Services

- Language Arts
- Psychology/Sociology
- Family & Consumer Sciences
- Finance
- Foreign Language

- Math
- Science
- Computer Tech/Applications
- Communications
- Graphic Design

- Language Arts
- Psychology/Sociology
- Government/History
- Law Enforcement
- First Aid/First Responder

- Math-Geometry
- Chemistry
- Trade and Industry courses
- Physics
- Language Arts

- Language Arts
- Math
- Business Education/Marketing
- Economics
- Computer Applications

- Math
- Science
- Drafting/Computer-Aided Drafting
- Electronics/Computer Networking
- Technical classes/Technology Education

- Math
- Trade and Industry courses
- Physical Sciences
- Economics
- Foreign Language

# Plan of Study

**Career Cluster:** Health Science

**Postsecondary Goal:** License, credential, certification, or a degree

## EXAMPLE

Level	Grade	English/ Language Arts	Math	Science	Social Studies/ Sciences
<b>SECONDARY</b>	Interest Inventory Administered and Plan of Study Initiated for All Learners				
	9	English/Language Arts I	Algebra I	Biology I	Oklahoma History U.S. Government
	10	English/Language Arts II	Geometry	Chemistry	American History
	11	English/Language Arts III	Algebra II	Physics or other lab science course	World History Sociology
	College Placement Assessments				
	12	English/Language Arts IV	Trigonometry, Pre- Calculus, or Calculus	Anatomy and Physiology	Psychology Economics
	Articulation/Dual Credit Transcribed. • Postsecondary courses may be taken/moved to the secondary level for articulation/dual credit purposes.				
	13	English Composition I English Composition II	College Algebra	Chemistry Biological Science	American Government Psychology
	14	Speech/Oral Communication Technical Writing	Calculus or Statistics	Microbiology	American History Sociology
	15	Continue courses in the area of specialization.			
16					
<b>POSTSECONDARY</b>	<b>Academic/Career Advisement Provided</b>				

Opportunities for experience/training for high school and postsecondary learner:

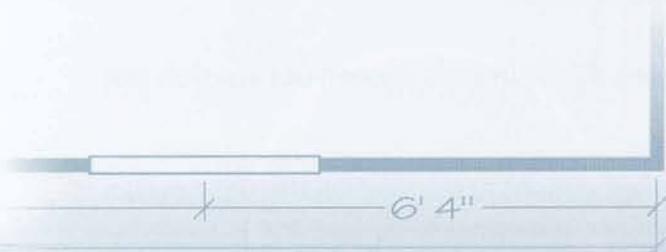
- Career and Technology Education Student Organization
- Internship/Work Study
- Job Shadowing
- Volunteer Work in Charitable/Community Organizations
- Part-Time Employment
- Work-Based/Work-Site Learning
- Mentorship

This plan of study can serve as a guide, along with other career planning materials, as you work to achieve your career goals. Courses listed within this plan are options for recommended coursework. This plan should be individualized to meet your educational and career goals. This plan should be customized with the educational institution's specific course titles and meet college ready/work ready requirements. Educational levels to be considered (check all that apply):

- On-the-job training
- Associate Degree
- Military Training
- Certificate/License
- Apprenticeship
- Bachelor's Degree
- Professional Degree

**EXAMPLE**

Required Courses and Additional High School Courses	Career Majors	Community College	4-Year College/ University, or Postgraduate	Samples of Short-Term Training Options
Fine Arts or Speech	Radiology Aide	Dental Hygiene	Athletic Training	Central Sterile Processing Technician
Computer Technology or Foreign Language	Phlebotomist	Occupational Therapy Assisting	Dentistry	Certified Medication Aide
Financial Literacy	Central Sterile Processing Technician	Physical Therapy Assisting	Pharmaceutical Science	Certified Nurse Aid
<i>Additional Courses to Support Career Major:</i>	Physical Therapy Aide	Health Information Technology	Medicine - M.D.	EKG Technician
Technology Education/ Tech Connect	Emergency Medical Tech-Paramedic	Emergency Medical Sciences	Veterinary Medicine	Medical Coding
Anatomy and Physiology	Advanced Pharmacy Tech	Radiologic Technology	Dietetics	Pharmacy Technician
Medical Terminology	Home Health Care Nursing Assistant	Surgical Technology	Speech Language Pathology	Phlebotomist
Health Careers I-III and Capstone	Dental Laboratory Technician	Respiratory Therapy	Medical Laboratory Science	
Nutrition and Wellness	Nursing Assistant	Registered Nursing	Dental Hygiene and Registered Nursing (teachers, researchers, or administrators program)	
Chemistry of Food	Occupational Therapy Aide		Medical Technology	
Safety and First Aid	Pharmacy Technician			
Agriscience II				
Additional Math and Science				



# 13 Steps to SUCCESS

## *Career Information on the Internet*

You can easily get “information overload” when researching your future career. Follow these steps to explore your career possibilities.

### **Use these Web resources to guide you along the way:**

- 1. Identify opportunities by using the “Career Plan Checksheet.”**  
[http://okcareertech.org/Pages/resources\\_products/Career\\_Path/okcareertech/student/get\\_started.htm](http://okcareertech.org/Pages/resources_products/Career_Path/okcareertech/student/get_started.htm)
- 2. Obtain career information from teachers, counselors, parents, and adults.**
- 3. Identify skills and training requirements for your chosen occupation.**  
<http://www.bls.gov/oco>  
<http://okcareertech.org/cac/okcis/okcis.htm>  
[http://www.career\\_voyages.gov](http://www.career_voyages.gov)

*NOTE: Try out the trial site of OKCIS. Then check with your counselor to see if your school can give you access to OKCIS.*

- 4. Develop and update a plan of study each year you are in high school and college.**  
For a blank student plan of study, visit:  
[http://okcareertech.org/Pages/resources\\_products/Career\\_Path/okcareertech/student/student\\_plan.htm](http://okcareertech.org/Pages/resources_products/Career_Path/okcareertech/student/student_plan.htm)  
<http://okcareertech.org/okcareerclusters/sixteen.htm>  
Select a “Career Cluster” and scroll down to “Sample Cluster Plan of Study.”
- 5. Develop a portfolio to showcase your growth and achievement. Continue to update it as your interests and experiences change.**  
[http://www.quintcareers.com/job\\_seach\\_portfolio.html](http://www.quintcareers.com/job_seach_portfolio.html)
- 6. Investigate occupations through job shadowing. Interview people working in your career interest area about their daily work.**  
<http://www.in.gov/icpr/webfile/formsdiv/48416.pdf>
- 7. Check labor market information (LMI) to see if jobs in your chosen occupation will increase or decline.**  
<http://www.oesc.state.ok.us/lmi>  
Select from the heading “Economic Development Resources” on the right menu.  
Select from the left menu, “Employment and Industry Projections.”  
Select from the heading “Long-Term Employment Projections.” (Use the most recent listing.)  
Select “Occupational Projections.” To locate a specific occupation, select “Edit” from the computer tool bar and click on “Find.”

**8. Locate training/education requirements for your chosen occupation.**

Technology Centers: <http://okcareertech.org/main/map/map.htm>

Military: <http://www.todaymilitary.com>

College/University: <http://okcollegestart.org>

**9. Learn what industries employ people in your chosen occupation.**

<http://www.bls.gov/oco/cg/home.htm>

**10. Look at the risk/rewards of having your own business.**

<http://www.ruraleship.org/content/content/pdf/ESelfTest.pdf>

**11. Research working conditions (indoor, outdoor, overtime, shift work, and travel) of your chosen occupation.**

<http://www.bls.gov/oco>

<http://okcareertech.org/cac/okcis/okcis.htm>

<http://www.careervoyages.gov>

*NOTE: Try out the trial site of OKCIS. Then check with your counselor to see if your school can give you access to OKCIS.*

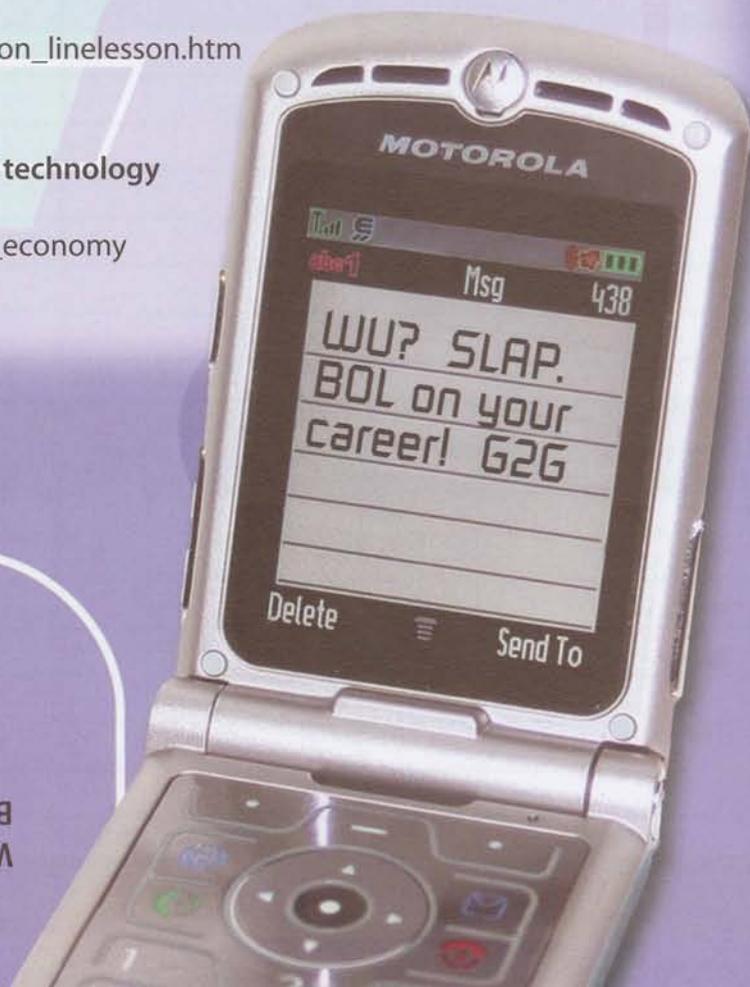
**12. Improve your work ethic and skills through part-time jobs and volunteering.**

[http://www.coe.uga.edu/workethic/on\\_linelesson.htm](http://www.coe.uga.edu/workethic/on_linelesson.htm)

**13. Inquire how the global economy and technology will affect your career.**

[http://en.wikipedia.org/wiki/Global\\_economy](http://en.wikipedia.org/wiki/Global_economy)

What's up? Sounds like a plan.  
Best of luck on your career! Got to go.

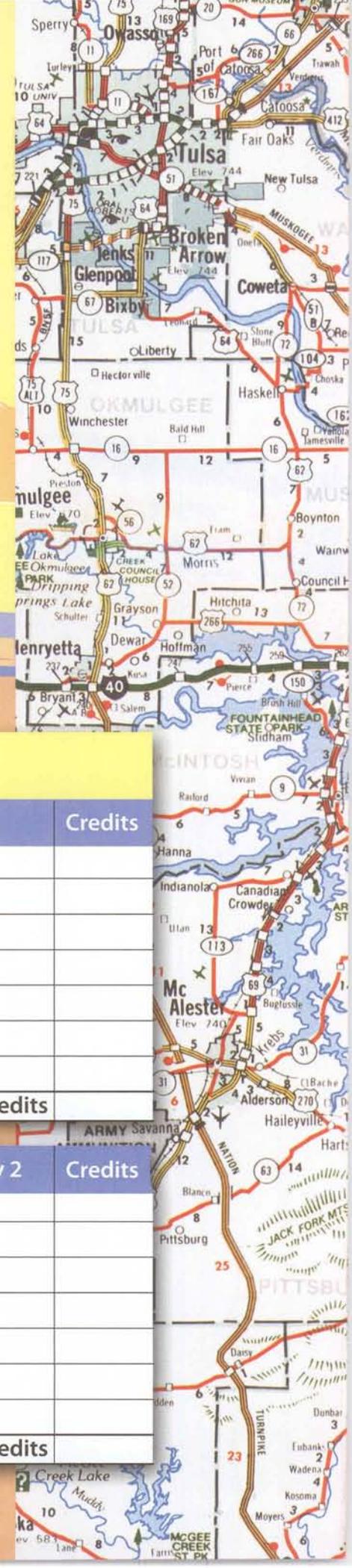


# Mapping Out a Plan — How Do I Prepare?

If you take a road trip, you use a map so you know where you are going. A Plan of Study serves the same purpose—it lets you map out your school courses so you meet graduation requirements and learn the skills and knowledge you need for your future career.

What happens if you change your mind about working as a computer programmer and decide you want to be an engineer? No problem—you can change your Plan of Study to take the courses you need for your new career choice.

Discuss your career plans with your parents, counselor, and/or teacher advisor. They can help you choose the courses that you need for career success.



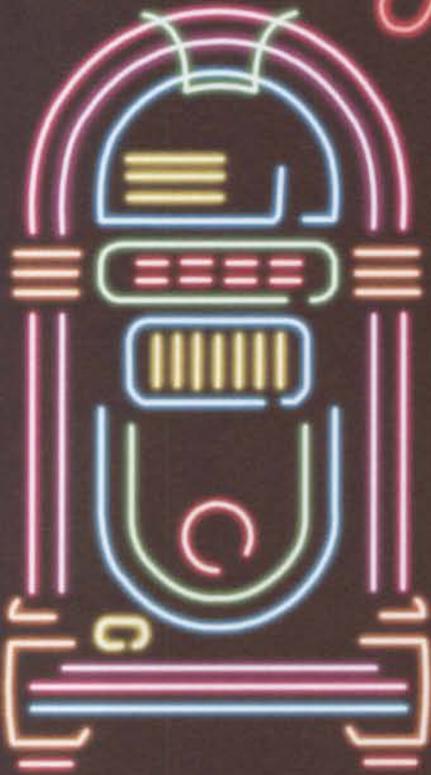
## PLAN OF STUDY

Grade 9	Credits	Grade 10	Credits	*Grade 11	Credits
<b>Total Credits</b>		<b>Total Credits</b>		<b>Total Credits</b>	

*Grade 12	Credits	Postsecondary 1	Credits	Postsecondary 2	Credits
<b>Total Credits</b>		<b>Total Credits</b>		<b>Total Credits</b>	

\*Check with your school counselor about concurrent enrollment and cooperative alliances. Many career and technology education courses can lead to college credit.

# Oklahoma's Hot 25 Occupations



Listed are the 25 fastest-growing occupations based on Oklahoma employment projections (includes all occupations regardless of training requirements).

Occupation	IT	H	F	M	Annual Growth Rate	Average Annual Openings	Average Hourly Wage
Network systems & data communications analysts	●		●		52.14%	80	\$24.34
Home health aides		●		●	47.29%	450	\$8.70
Environmental engineers			●		44.51%	20	\$33.73
Medical assistants		●		●	43.21%	360	\$11.09
Dental hygienists		●		●	41.56%	50	\$30.04
Veterinary technologists & technicians		●			40.99%	30	\$10.42
Personal & home care aides		●		●	40.35%	520	\$7.82
Physician assistants		●			39.96%	50	\$36.09
Dental assistants		●		●	38.61%	170	\$12.61
Computer software engineers, applications	●		●		38.37%	140	\$29.78
Physical therapist assistants		●		●	37.69%	60	\$18.41
Computer software engineers, systems software	●		●		37.30%	80	\$32.33
Forensic science technicians					36.78%	10	\$22.34
Database administrators	●				35.79%	50	\$25.46
Gaming dealers					35.48%	30	\$7.89
Network & computer systems administrators	●		●		35.23%	130	\$24.51
Environmental engineering technicians			●		35.09%	10	\$18.78
Financial examiners					34.83%	20	\$29.58
Preschool teachers, except special education				●	32.83%	310	\$8.98
Athletic trainers		●			31.91%	20	N/A
Medical scientists, except epidemiologists					30.62%	60	\$20.42
Veterinarians		●			30.60%	40	\$29.17
Pharmacy technicians		●		●	30.21%	160	\$10.59
Social and human services assistants					29.39%	110	\$12.20
Biomedical engineers		●	●		29.27%	10	\$25.52

**(IT)** occupations in Information Technology.  
**(H)** occupations in Health Science.

**(F)** non-traditional female occupations—  
 25% or less of the total numbers of employees  
 are female.

**(M)** non-traditional male occupations—  
 25% or less of the total numbers of employees  
 are male.

Listing of non-traditional occupations are  
 located at:  
[www.napequity.org/nape\\_publications.htm](http://www.napequity.org/nape_publications.htm)  
 -Scroll Down to "Crosswalk of Occupation."

NOTE: Occupations in this list have been ranked  
 by Average Annual Growth Rate for jobs with  
 40+ annual openings. Annual Growth Rate,  
 Average Annual Openings, and Average Hourly  
 Wage data resource: Oklahoma Employment  
 Security Commission projections 2004-2014.



# Receive College Credit through Cooperative Alliance

## College credit now!

- Earn college credit while in high school!
- Get college credit for courses you take at your local technology center.

## How do I enroll?

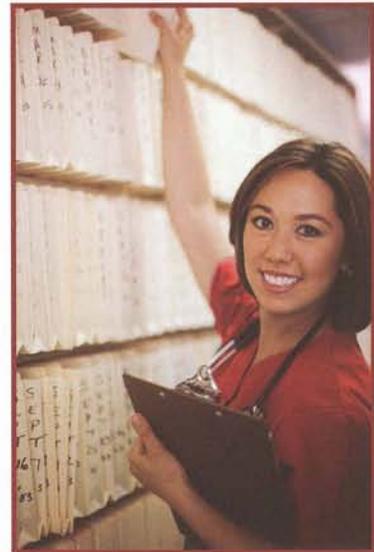
- Talk to your high school or technology center counselor today!

## How do I qualify?

- Score a 15 PLAN, 19 ACT, or earn a 2.5 GPA.

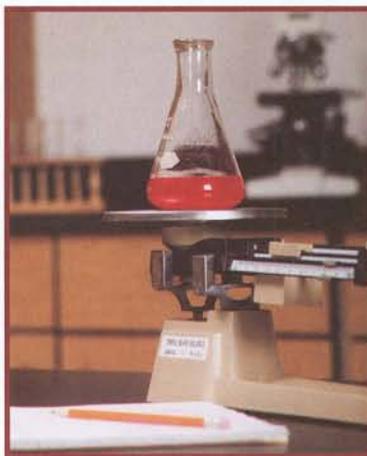
## What is the cost?

- Only \$8 per credit hour.



## Graduate early!

Want to graduate from college early? Shae Caroll of Fairfax graduated from high school and college at the same time! Shae graduated from Northern Oklahoma College with an associate of applied science degree while attending one of Oklahoma's technology centers. Want to be like Shae? Let us show you how!



## Want to know more?

Go to [www.okcareertech.org/alliances](http://www.okcareertech.org/alliances) for a cool video and podcast with stories from students like you. There is even a page to answer your parents' questions. Click "FAQ" on the menu.

**COLLEGE  
CREDIT NOW!**

# Planning for the Future What's a Week Worth?



## BASIC FAMILY BUDGET

Basic family budgets offer a realistic measure of the income required to have a safe and decent though basic standard of living. This "basic" does not include savings, restaurant meals, and funds for emergencies.

This chart shows national median weekly income for education level. The income needed for "basic needs" in Oklahoma is based on Lawton and Oklahoma City, listing only amounts a family needs to spend to feed, shelter, and clothe itself, get to work and school.

- \$638 weekly income needed in Lawton for married with one child.
- \$535 weekly needed in Oklahoma City for single parents with one child.



### Technical Training Occupations Weekly Income

Sheet Metal Worker	\$806
Electrician	\$767
Physical Therapy Assistant	\$736
Occupational Therapy Assistant	\$811
Electronic Engineering Technician	\$956

Not all occupations require a four-year degree to make money. High salaries can be found through technical training. Will you discover the perfect fit for you? Only if you **PLAN FOR THE FUTURE!**

### check benefits ✓

Salaries are just one part of the equation. Health care and retirement plans are important employee benefits. The company with the better benefits will attract and keep new employees. Doing your research, critically reading the job description, and visiting with employees of a chosen company will lead to job satisfaction and life-work balance. More companies are increasing the number of paid days off per year, along with alternative working arrangements (flexible work schedules or allowing employees to work remotely).

# On Your Own... CAN YOU SUPPORT YOUR LIFESTYLE?

It is never too soon to learn about budgets and how to make one work for you. Take this opportunity to practice stretching your paycheck. Are you ready?



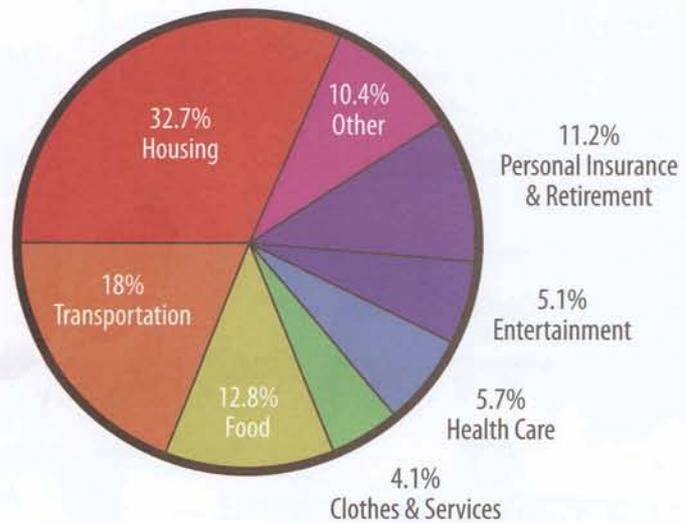
## Just how much does stuff cost?

Can you answer these questions?

- \$ How much does it cost to own a car including gas, oil and insurance?
- \$ How much should you allow each month for rent and utilities?
- \$ How much should you budget for clothes, entertainment and health expenses?

## Your piece of the pie . . .

This pie chart shows how you might spend your paycheck.



## Let's look at an actual salary.

In Oklahoma, the salary of a computer support specialist is \$32,350 a year or \$2695.83 a month or \$673.96 a week or \$16.85 an hour. How hard could it be to spend that much money? Not very hard at all!

Before you even get your paycheck, nearly 30 percent will automatically be deducted for state and federal taxes and FICA (Social Security). This leaves you with 70 percent of your paycheck to cover the following expenses.

	\$22,644.96 Yearly*	\$1,887.08 Monthly*	\$471.77 Weekly*
Housing	\$7404.90	\$617.08	\$154.27
Transportation	\$4076.09	\$339.67	\$84.92
Food	\$2898.55	\$241.55	\$60.39
Clothes	\$928.44	\$77.37	\$19.34
Health	\$1290.76	\$107.56	\$26.89
Entertainment	\$1154.89	\$96.24	\$24.06
Personal Insurance and Retirement	\$2536.24	\$211.35	\$52.84
Other Expenditures	\$2355.08	\$196.26	\$49.06

\* Represents a computer support specialist take-home pay after taxes.

# Take a closer look at your budget.

Now that you know where your money will go, you may want to give your budget some additional thought:

**Housing**- Whether you rent an apartment or buy a home, approximately 30 percent of your paycheck will be spent on payments. Another 5 percent will go to utility bills.

**Car**- If you own a vehicle, you will have to spend money on gas, insurance and car repairs as well as the car payment.

**Food**- Food costs usually include eating at home and eating out.

**Clothes**- If you want to wear the latest trends, check your available cash first. This may be one area you can cut back on if need be.

**Health**- You must have money to cover accidents or illness. You never know when they will happen.

**Entertainment**- How many times can you go to a movie, a concert or on vacation?

**Personal Insurance and Retirement**- Can you start working on this now, or will you wait until later?

**Other expenditures**- Personal care items, house maintenance items and other miscellaneous expenses show up here.

## How do you calculate your monthly expenses?

The answer is easy. Math. Yes, math! A little bit of simple math will help you budget for an apartment, a car, a pizza or two, and even a little fun.

Estimate your monthly expenses:

To calculate how much of your monthly paycheck goes into each category, multiply your take-home pay by the percentage of the category. Use this formula to get your take-home pay.

$$\text{Monthly income (hourly wage x weekly hours) x 4} \times \text{Taxes (-30\% of paycheck)} = \text{Monthly take-home pay}$$

(Monthly take-home pay)

_____ X	.327	=	_____	Housing
_____ X	.18	=	_____	Transportation
_____ X	.128	=	_____	Food
_____ X	.041	=	_____	Clothes
_____ X	.057	=	_____	Health
_____ X	.051	=	_____	Entertainment
_____ X	.112	=	_____	Personal Insurance and Retirement
_____ X	.104	=	_____	Other Expenditures

As you can tell, you will need quite a bit of money to live just a basic lifestyle. This is where additional education beyond high school can really pay off. The more education you have, particularly in math and science, the better job you will be able to find and enjoy. Good luck in making your career choice.

# What do employers want? **HOW TO GET AND KEEP A JOB**

Derek did not keep his job because he was . . .

## *Not Responsible*

Derek's job at the library included shelving books and answering the phone after school three days a week. Derek would call his friends on one line and leave the second line open for incoming calls. He was required to pick up all calls by the second ring, but because he was busy talking with friends, Mrs. Wright, his supervisor, found herself answering the phone. After monitoring the situation, she discovered she was answering more calls than Derek. He was reprimanded about misusing the phone.

Another "perk" Derek enjoyed about his job was taking pens and magazines to give to his friends. However, within a couple of weeks, patrons were asking Mrs. Wright to help them find magazines that were missing from the racks. When she noticed they were all car and body-building magazines, she confronted Derek.

Mrs. Wright fired Derek because he . . .

- Did not use his time wisely
- Stole from his employer
- Did not follow policy



**BIG  
MEETING  
9AM  
SHARP!**



Latisha kept her position because she is a . . .

## *Valued Worker*

Latisha was hired to assist customers on rates, styles, and features of cell phones at the Telecommunications Outlet. Latisha was knowledgeable about each brand of phone in the store. She was well liked by all the employees and always willing to help. Many evenings she stayed late until customers understood how to use the many features of their new phones. Latisha's friendly and tactful manner helped her assist customers with their billing statements. When the store was slow, she would review and study up on the new phones. Latisha arrived at work 10 minutes early to clock-in, change to the store's t-shirt, and receive information from the manager.

Latisha will keep her job because she is . . .

- Reliable and dependable
- Stays on task and keeps busy
- A team player

**So what are employers looking for? They want employees to communicate well (especially with customers), be team players (work well with others), and stay on task (complete work assignments).**

## *Do you have employability skills?*

Employers report the reason employees are dismissed is not their lack of advanced skills but their problems with one or more of the following employability skills:

- a. works well with others
- b. uses time wisely
- c. on time/good attendance
- d. follows directions
- e. respects property of others
- f. responsible

We know that habits started in school continue throughout our lives. Remembering that, place the letters of the employability skills that would eliminate the following bad habits.

1. \_\_\_ carves names in table
2. \_\_\_ complains about the teacher/boss
3. \_\_\_ turns in projects late
4. \_\_\_ talks to friends on the phone at work
5. \_\_\_ leaves first for lunch/break and returns last
6. \_\_\_ engages in horseplay on job
7. \_\_\_ takes supplies home
8. \_\_\_ stands around being idle
9. \_\_\_ calls in sick when not sick
10. \_\_\_ negative verbal communications
11. \_\_\_ completes forms without reading directions
12. \_\_\_ argues; ends up working alone
13. \_\_\_ doesn't read school/work handbook
14. \_\_\_ stays out late and sleeps in
15. \_\_\_ doesn't put tools/equipment back
16. \_\_\_ fails to perform duties
17. \_\_\_ sleeps on the job
18. \_\_\_ gossips about others
19. \_\_\_ records extra hours on time card
20. \_\_\_ dresses inappropriately

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# CAREER AND TECHNOLOGY EDUCATION

## If you are a high school dropout...

Your average earnings will be \$409/week, or \$1,636/month, or \$21,268/year if you are making \$10.23 an hour.

*U.S. Bureau of Labor Statistics*

Many jobs pay minimum wage of \$6.55/hour, or \$262/week, or \$1,048/month, or \$12,576/year before taxes.

Your lifetime earnings will be \$260,000 less over a lifetime than a high school graduate.

*C. Rouse, economist,  
Princeton University*

You have a greater risk of being on public assistance.

Lower wages cause you to spend long hours working part-time or full-time jobs.

You cannot enlist in the military.

Sixty percent of dropouts go back to get a diploma or GED.

*Jobs for the Future*

**career<sup>tech</sup>**

Career and Academic Connections  
[www.okcareertech.org/guidance](http://www.okcareertech.org/guidance)

## If you are a high school graduate...

Your average earnings will be \$583/week, or \$2,332/month, or \$30,316/year if you are making \$14.58 an hour.

*U.S. Bureau of Labor Statistics*

You will earn almost \$10,000 more annually than a high school dropout.

*U.S. Census Bureau*

If you are a male college graduate, you will earn nearly \$1 million (\$945,670) more in lifetime earnings than a high school dropout.

*National Center for Education Statistics*

Your unemployment rate is 5.5 percent compared to 8.5 percent for a high school dropout.

*U. S. Bureau of Labor Statistics*

You can enlist in the military.

You are one of the 76 percent of Oklahoma learners who graduate from high school.

*National Center for Educational Statistics*



**Bookmarks are located at:**

[http://okcareertech.org/cac/Pages/resources\\_products/classroom/highschool.htm](http://okcareertech.org/cac/Pages/resources_products/classroom/highschool.htm)

**Teacher's Guide located at:**

<http://okcareertech.org/cac>

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