










The 16 Career Clusters



Career Clusters is a grouping of occupations. The 16 career clusters provide an organizing tool for schools to arrange instruction and student experiences around 16 broad categories that encompass virtually all occupations from entry through professional levels. Oklahoma currently has sites working to implement Health; Information Technology; Law, Public Safety and Security; Manufacturing; and Science, Technology, Engineering and Mathematics. For a listing of those sites, go to www.okcareertech.org/stw/careerclusters.htm and click on the specific cluster.

<p>1</p>	<p>The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.</p>
<p>2</p>	<p>Careers in designing, planning, managing, building, and maintaining the built environment.</p>
<p>3</p>	<p>Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.</p>
<p>4</p>	<p>Business, Management and Administration careers encompass planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations. Business, Management and Administration career opportunities are available in every sector of the economy.</p>
<p>5</p>	<p>Planning, managing and providing education and training services, and related learning support services.</p>
<p>6</p>	<p>Planning, services for financial and investment planning, banking, insurance, and business financial management.</p>
<p>7</p>	<p>Executing governmental functions to include Governance; National Security; Foreign Service; Planning; Revenue and Taxation; Regulation; and Management and Administration at the local, state, and federal levels.</p>

Career Activity File — Employability Skills

 <p>Health Science</p> <p style="text-align: right;">8</p>	<p>Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.</p>
 <p>Hospitality & Tourism</p> <p style="text-align: right;">9</p>	<p>Hospitality & Tourism encompasses the management, marketing and operations of restaurants and other foodservices, lodging, attractions, and recreation events and travel-related services.</p>
 <p>Human Services</p> <p style="text-align: right;">10</p>	<p>Preparing individuals for employment in career pathways that relate to families and human needs.</p>
 <p>Information Technology</p> <p style="text-align: right;">11</p>	<p>Building linkages in IT occupations framework: for entry level, technical, and professional careers related to the design, development, support and management of hardware, software, multimedia, and systems integration services.</p>
 <p>Law, Public Safety & Security</p> <p style="text-align: right;">12</p>	<p>Planning, managing, and providing legal, public safety, protective services, and homeland security, including professional and technical support services.</p>
 <p>Manufacturing</p> <p style="text-align: right;">13</p>	<p>Planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance, and manufacturing/process engineering.</p>
 <p>Marketing, Sales & Service</p> <p style="text-align: right;">14</p>	<p>Planning, managing, and performing marketing activities to reach organizational objectives.</p>
 <p>Science, Technology, Engineering & Mathematics</p> <p style="text-align: right;">15</p>	<p>Planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering), including laboratory and testing services, and research and development services.</p>
 <p>Transportation, Distribution & Logistics</p> <p style="text-align: right;">16</p>	<p>Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail, and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment, and facility maintenance.</p>



HS Plan of Study

Student Name _____ Date _____

Student Signature _____ Advisor Signature _____

Parent/Guardian Signature _____
 This plan of study should serve as a guide, along with other career planning materials, as you continue your career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each student's educational and career goals. All plans should meet high school graduation requirements as well as college entrance requirements.

High School	9th Grade	10th Grade	11th Grade	12th Grade
	English I Algebra I or Geometry Biology I Geography/OK History Required Electives PE, Health, Art, Foreign Language, Language, or Computer Technology Career Electives Health or Health Academy Classes	English II Geometry or Algebra II Chemistry I World History Required Electives PE, Health, Art, Foreign Language, or Computer Technology Career Electives Health or Health Academy Classes	English III Algebra II, Trigonometry, or Pre-Calculus Anatomy and Physiology or Physics American History Additional High School Electives Introduction to Health Science Medical Terminology Sports Medicine Health Accounting Additional Science coursework	English IV Pre-Calculus, Trigonometry, or Calculus AP Biology or AP Chemistry Economics/Government Technology Center Options Health Science Technology Health Careers Certification Nursing Option Dental Assisting Medical Assisting
Postsecondary	Technology Center <input type="checkbox"/> Practical Nursing <input type="checkbox"/> Dental Assisting <input type="checkbox"/> Emergency Medical Technician <input type="checkbox"/> Occupational Therapist Assistant <input type="checkbox"/> Physical Therapist Assistant <input type="checkbox"/> Surgical Technology <input type="checkbox"/> Advanced Unlicensed Assistant For more information, visit www.okcareertech.org	Community College <input type="checkbox"/> Dental Hygienist <input type="checkbox"/> Occupational Therapy Assisting <input type="checkbox"/> Orthotic Prosthetics Technician <input type="checkbox"/> Physical Therapy Assistant <input type="checkbox"/> Radiology Technician <input type="checkbox"/> Respiratory Care <input type="checkbox"/> Biotechnology For more information, visit www.okhighered.org	College/University <input type="checkbox"/> Dentist <input type="checkbox"/> Nursing <input type="checkbox"/> Medical Technologist <input type="checkbox"/> Doctor of Osteopathic Medicine <input type="checkbox"/> Pharmacist <input type="checkbox"/> Physical Therapist <input type="checkbox"/> Physician <input type="checkbox"/> Veterinarian Science For more information, visit www.okhighered.org	
Career Enhancement Options	Work-based Learning Options Job Shadowing: Internship/Mentorship: On-The-Job Training:	Short-Term Training Options <input type="checkbox"/> Certified Nurse Aide <input type="checkbox"/> Certified Medication Aide <input type="checkbox"/> CPR/First Aid Certification <input type="checkbox"/> Alzheimer's/Geriatric Care Training <input type="checkbox"/> Phlebotomy <input type="checkbox"/> Medical Coding		<input type="checkbox"/> EKG Technician <input type="checkbox"/> Pharmacy Technician <input type="checkbox"/> Central Sterile Processing Technician <input type="checkbox"/> Veterinary Assistant <input type="checkbox"/> Medical Transcriptionist <input type="checkbox"/> Conversational Spanish

<http://www.okcareertech.org/careerclusters.htm>

Career Activity File — Employability Skills

Application Information

This information is often requested on job applications. Complete this information ahead of time to use as a reference.

Type of Position Desired _____

Date available to begin work _____

___ Full-time ___ Part-time ___ Temporary

Social Security Number _____

Education History

School School

Address Address

Course of Study or Subject Course of Study or Subject

Dates Attended Dates Attended

Courses Taken Related to Job Skills

School Activities School Activities

School Activities (cont.) School Activities (cont.)
(Examples: clubs, offices, sports, etc.)

Work Experience

Name of Employer Name of Employer

Address Address

Position Position

Employed from ___ to ___ Employed from ___ to ___

Duties/Responsibilities Duties/Responsibilities

Duties/Responsibilities (cont.) Duties/Responsibilities (cont.)

Special Skills and/or Experience Operating Equipment

References (Be sure to get permission from two people not related to you, whom you have known at least one year.)

Name

Address ZIP

Area Code and Telephone Number

Name

Address ZIP

Area Code and Telephone Number

Suggested Hints

- ✓ Read application before you begin to write. Each application is different.
- ✓ Use a fine-line, felt-tip, black pen.
- ✓ Print every word.
- ✓ Write neatly.
- ✓ When a question does not apply, print "N/A" (not applicable).
- ✓ Answer Salary Desired as "Open" or "Negotiable."
- ✓ Check your spelling.

What Employers Want

Basic Skills Needed in the Workplace

List activities and job-related experiences that you have accomplished in and out of school.

Reading and Computation

Communication Skills

Writing Skills

Computer Skills

Interpersonal Skills

Leadership/Teamwork

Creative Thinking/Problem Solving

Notes/Questions to Ask

Oklahoma Department of Career and Technology Education,
Guidance Division