

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.

CIMC

Curriculum and Instructional Materials Center

www.okcimc.com

A division of Oklahoma *career*tech

CS9014

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 Oklahoma Career Guide (www.okcareerguide.org) to check the information 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
- Buyer and Purchasing Agent
- Marketing Manager
- Public Relations Manager
- Purchasing Manager

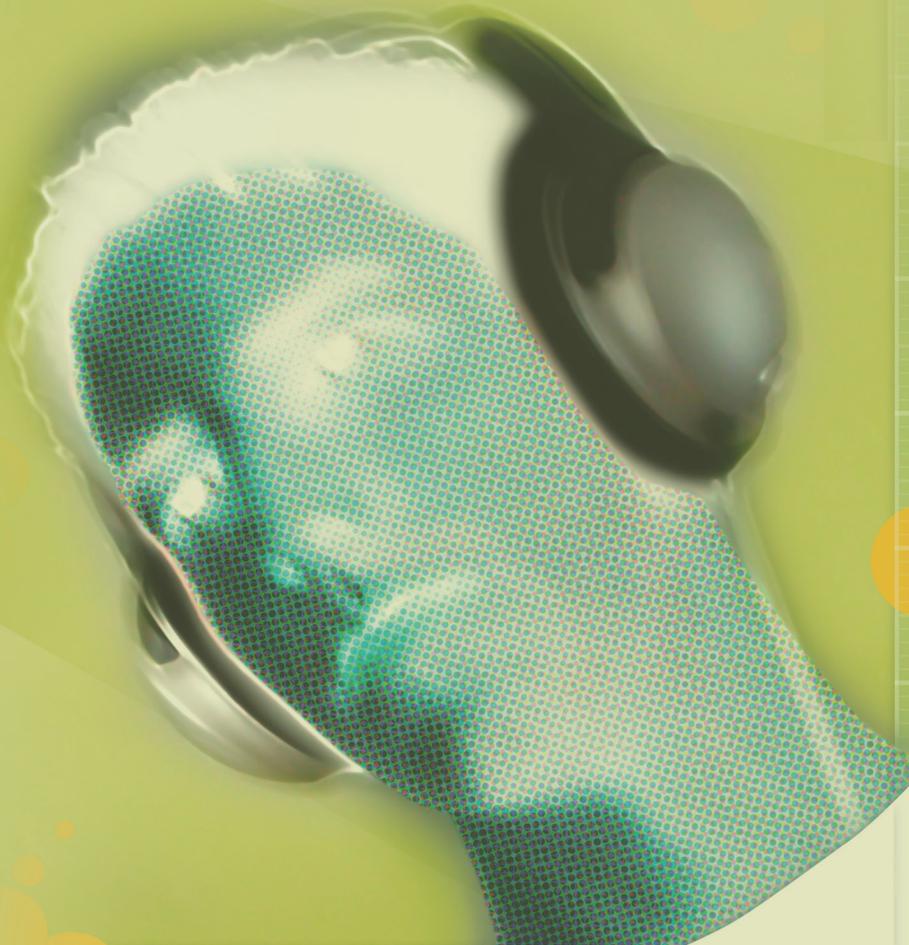
First Choice: Musician

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 five 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.

Business, Management, and Administration

- Activities that describe what I like to do:

Manufacturing



- 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.

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.

- 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

- Activities that describe what I like to do:
- Shop.
 - 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.

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.

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.

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:

- Agriculture
- Math
- Geometry
- Chemistry
- 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 & Refrigeration/STEM courses

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
- World Languages

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.



Personal qualities that describe me:

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

School subjects I like:

- Language Arts/Speech
- World Languages
- Social Sciences
- Marketing
- Food Services

Human Services

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



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

- Language Arts
- Psychology/Sociology
- Family & Consumer Sciences
- Finance
- World Languages

Information Technology

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



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

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

Law, Public Safety, Corrections, and Security

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



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

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

Manufacturing

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



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

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

Marketing

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



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

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

Science, Technology, Engineering, and Mathematics

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



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

- Math
- Science
- Drafting/Computer-Aided Drafting
- Electronics/Computer Networking
- Technical classes/STEM courses

Transportation, Distribution, and Logistics

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



- Realistic
- Mechanical
- Coordinated
- Observant
- Planner

- Math
- Trade and Industry courses
- Physical Sciences
- Economics
- World Languages

Individual Career and Academic Plan

Career Cluster: Manufacturing

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

ICAP - Sample

Education plan: College Prep/Work Ready

Student name: Jane Reynolds

Technology Center: Meridian Tech Center

College: OSU-IT

Planned level of education: Associate's Degree in Applied Science – Manufacturing

Area of study: CNC Machinist - certification

Date Started: 8/25/2017

Dates Revised: 4/18/2017

Student Signature: _____

School Signature: _____

Parent Signature: _____

| Subject | 7 th Grade | 8 th Grade | 9 th Grade | 10 th Grade |
|--|-----------------------|---------------------------|--|------------------------|
| Core Subjects | | | | |
| English/Language Arts | | | English I (grammar/comp) | English II |
| Mathematics | | Algebra I (for HS credit) | Geometry | Algebra II |
| Laboratory Science | | | Physical Science | Biology |
| Social Studies | | | OK History ½ credit Government ½ credit | U.S. History |
| World Languages | | | | |
| Computer Technology | | | Fundamentals of Technology | Advanced Placement |
| Fine Arts/Arts/Speech | | | | |
| Electives | | | | |
| Agriculture, Food & Natural Resources | | | | |
| Business, Finance, Marketing | | | | |
| Family & Consumer Sciences, Hospitality, Tourism | | | | |
| Health & Health Sciences | | | Competitive Athletics | Career |
| Human Services Electives | | | | |
| Information, Network & Audio Visual Technology | | | | |
| Language Arts Electives | | | | |
| Math, Science & STEM | | | STEM Courses | Science |
| Trade & Industrial Education | | | | |
| Miscellaneous Electives | | | | |
| Total HS Credits | 0 | 1 | 7 | 10 |

Technologies

| 10 th Grade | 11 th Grade | 12 th Grade | Credits |
|------------------------|--|---|-----------|
| English II (World Lit) | English III (American Lit) | English IV (English Lit) | 4 |
| Algebra II | Pre-Calculus ½ credit Trigonometry ½ credit | | 4 |
| Biology I | Physics | | 3 |
| U.S. History | | World History | 3 |
| | | | 0 |
| Advanced Programming | | | 2 |
| | | Art I | 1 |
| | | | 0 |
| | | | 0 |
| | | | 0 |
| Competitive Athletics | Competitive Athletics | Competitive Athletics | 4 |
| | | | 0 |
| | | | 0 |
| | | | 0 |
| STEM Courses | | | 2 |
| | CNC Machining (3 credits) | CNC Machining – Specialized (3 credits) | 6 |
| | | | 0 |
| 7 | 7 | 7 | 29 |

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 OK Career Guide.*
www.okcareerguide.org
2. *Obtain career information from OK Career Guide, teachers, counselors, parents, and adults.*
www.okcareerguide.org
3. *Identify skills and training requirements for your chosen occupation.*
www.okcareerguide.org
<https://www.bls.gov/ooh/>
<https://www.careeronestop.org/GetMyFuture/default.aspx?&frd=true>
4. *Develop and update an Individual Career and Academic Plan (ICAP) each year you are in high school and college.*
To learn more about ICAPs, visit:
www.okcareerguide.org
5. *Develop a portfolio to showcase your growth and achievement. Continue to update it as your interests and experiences change.*
www.okcareerguide.org
6. *Investigate occupations through job shadowing. Interview people working in your career interest area about their daily work. Here are some sites with shadowing tips:*
<https://www.livecareer.com/career/advice/jobs/job-shadowing-tips>
<https://ink.niche.com/7-tips-for-job-shadowing/>
<https://www.monster.ca/career-advice/article/job-shadowing-experience-tips>
7. *Check labor market information (LMI) to see if jobs in your chosen occupation will increase or decline by visiting the following sites:*
www.okcareerguide.org
https://www.ok.gov/oesc_web/Services/Find_Labor_Market_Statistics/Projections

8. *Locate training/education requirements for your chosen occupation.*
www.okcareerguide.org
Technology Centers: <https://www.okcareertech.org/technology-centers>
Military: <https://todaysmilitary.com/joining/entrance-requirements>
College/University: <https://secure.okcollegestart.org/>

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

10. *Look at the risk/rewards of having your own business.*
<https://www.sessions.edu/notes-on-design/starting-a-business-risks-and-rewards/>
<https://www.tutor2u.net/business/reference/starting-a-business-risks-and-rewards>

11. *Research working conditions (indoor, outdoor, overtime, shift work, and travel) of your chosen occupation.*
www.okcareerguide.org
<https://www.bls.gov/ooh/>
<https://www.careeronestop.org/>

12. *Improve your work ethic and skills through part-time jobs and volunteering.*
<https://www.focusonthefamily.com/parenting/teens/work-ethic-for-teens>

13. *Inquire how the global economy and technology will affect your career.*
<http://blog.indeed.com/2016/06/22/global-economy-employment-trends/>
<https://www.cio.com/article/3030255/careers-staffing/how-the-economy-affects-career-confidence-in-the-world-s-millennials.html>



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. An Individual Career and Academic Plan (ICAP) 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 ICAP 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.



OK Career Guide

Registering

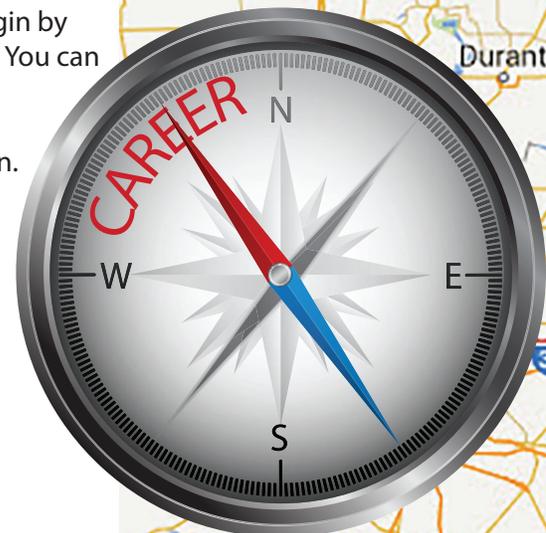
- Go to Oklahoma Career Guide at www.OKCareerGuide.org.
- Select **Create an Account**. In the dropdown menu, select MS or HS student and click next steps.
- In the first step of the registration process, you will be asked to type the first three letters of you site, center, or organization. Typically, this will be the first letters of your school name.
- During step three of the four-step registration process, you will create a username and password. Write them down for future reference.
- Click **Sign Me Up** to complete the process.

Using the System

Once you have created your account, you will be directed to your home page. Begin by **Taking Assessments**, the first step in the education and career planning process. You can also use the navigation menu to access the options under “Things to Do” and “My Portfolio Items.” Don’t forget to also check out your messages, My Next Steps list, recommended links and account settings, where you can update your information.

Logging In

Once you have created your account, go to www.okcareerguide.org, click the sign in button and enter your username and password.



Oklahoma's Hot 25 Careers

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

| <i>Job</i> | <i>Rate of Growth</i> | <i>Average Wage</i> |
|--|-----------------------|---------------------|
| Computer-Controlled Machine Tool Operators | 37.59% | \$38,360 |
| Personal Care Aides | 30.87% | \$18,900 |
| Industrial Machinery Mechanics | 44.51% | \$49,240 |
| Home Health Aides | 30.17% | \$23,550 |
| Physical Therapy Assistants | 29.70% | \$55,450 |
| Nurse Practitioners | 25.00% | \$81,750 |
| Web Developers | 24.18% | \$52,590 |
| Physical Therapists | 23.91% | \$84,340 |
| Machinists | 23.24% | \$39,910 |
| Personal Financial Advisors | 22.44% | \$85,200 |
| Maintenance Workers, Machinery | 21.56% | \$40,560 |
| Physician Assistants | 21.30% | \$102,600 |
| Occupational Therapists | 21.28% | \$80,460 |
| Speech-Language Pathologists | 21.25% | \$67,790 |
| Emergency Medical Technicians and Paramedics | 21.23% | \$29,350 |
| Electrical Power-Line Installers and Repairers | 20.89% | \$52,960 |
| Diagnostic Medical Sonographers | 20.65% | \$65,630 |
| Computer Systems Analysts | 25.50% | \$74,270 |
| Health Technologists and Technicians | 20.39% | \$45,260 |
| Veterinary Technologists and Technicians | 20.20% | \$31,480 |
| Extraction Workers | 19.84% | \$37,200 |
| Derrick Operators, Oil & Gas | 19.81% | \$49,000 |
| Software Developers, Systems Software | 19.68% | \$74,920 |
| Phlebotomists | 19.55% | \$29,830 |
| Engine and Other Machine Assemblers | 19.35% | \$37,600 |

Source: <https://www.zipppia.com/advice/fastest-growing-jobs-in-oklahoma/>

Oklahoma's Promise

College may seem a long way down the road, but planning the future now can help put you on a winning track toward a college degree. Even if you think you can't afford a college education, there is still a way you can go to college in Oklahoma. It is called Oklahoma's Promise!

How It Works

The Oklahoma Legislature has set up a fund that will help pay for your education if your parents' total yearly income is not more than \$55,000* at the time of application. The program is called the Oklahoma's Promise: Oklahoma Higher Learning Access Program. You must enroll in the program in 8th, 9th, or 10th grade. So, start early so you can get ready for college by taking high school courses that will help you do well.

You must agree to:

- Take certain courses and pass those courses with at least a 2.5 grade point average (see the curriculum checklist found on the website).
- Attend class regularly and do their homework.
- Refrain from criminal or delinquent acts.
- Refrain from drugs and alcohol.
- Apply for other financial aid at the institution in which you enroll.

What Are the Benefits?

Once you have completed the program's goals and graduated from an accredited Oklahoma high school, Oklahoma's Promise will pay your tuition at a public two-year college or four-year university in Oklahoma. It will also cover at least a portion of the tuition at several private colleges and universities or at public technology centers that qualify for credit from a two-year college. The scholarship amount does not cover items such as books, supplies, room and board, or any other special fees. The scholarship is good for up to five years or until you complete an undergraduate degree, whichever comes first.

Where to Find More Information

If you have any questions or need more information, you may call higher education's information hotline at 800-858-1840 or find information on the web at

<http://www.okhighered.org/okpromise>.

* This income level may change based on legislation.

Planning for the Future

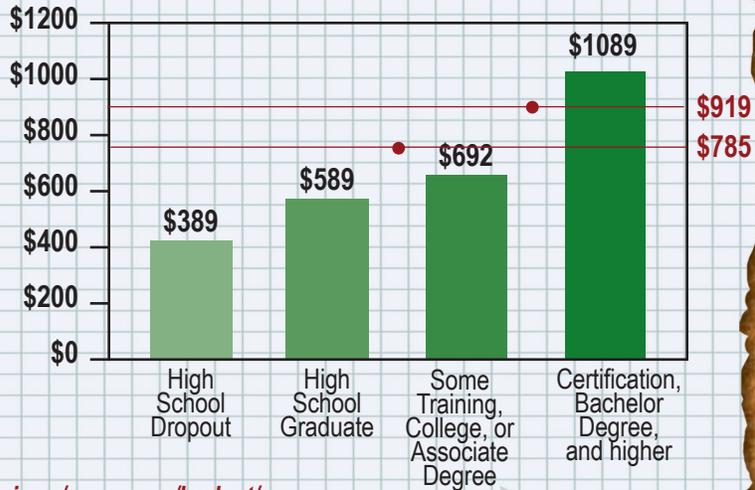
What's a Week Worth?



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.



- **\$919 weekly income needed in Lawton for two adults and one child.**
- **\$785 weekly needed in Oklahoma City for single parents with one child.** Source: <https://www.epi.org/resources/budget/>

Technical Training Occupations

Weekly Income, average salary

| | |
|--------------------------------|--------|
| Sheet Metal Worker | \$903 |
| Electrician | \$1014 |
| Physical Therapy Assistant | \$871 |
| Occupational Therapy Assistant | \$1078 |
| Computer Support Specialist | \$1003 |

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?



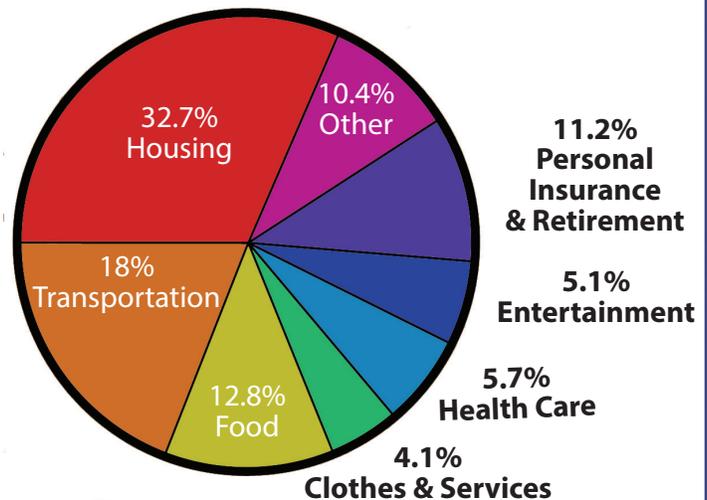
Just how much does stuff cost?

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 \$36,514 a year or \$3042.83 a month or \$702.71 a week or \$17.57 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.

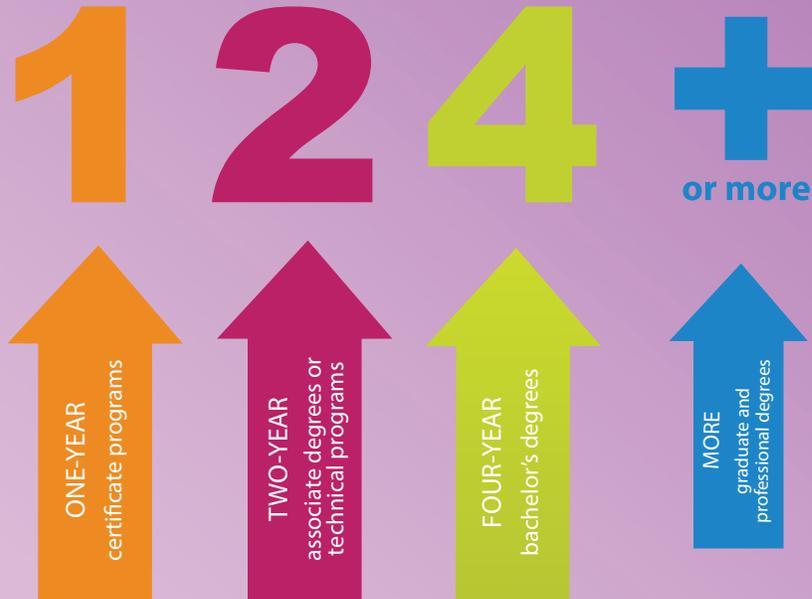
| | \$25,559.80 Yearly* | \$1,887.08 Monthly* | \$471.77 Weekly* |
|-----------------------------------|---------------------|---------------------|------------------|
| Housing | \$8358.06 | \$696.51 | \$160.73 |
| Transportation | \$4345.17 | \$362.10 | \$83.56 |
| Food | \$3271.65 | \$272.64 | \$62.92 |
| Clothes | \$1047.95 | \$77.37 | \$20.15 |
| Health | \$1456.91 | \$121.41 | \$28.02 |
| Entertainment | \$1303.55 | \$108.63 | \$25.07 |
| Personal Insurance and Retirement | \$2862.70 | \$238.56 | \$55.05 |
| Other Expenditures | \$2658.22 | \$221.52 | \$51.12 |

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

Planning for Your Career

(Options After High School)

How will you reach your goal?



Be Prepared for Your Future!

| One-Year Job Options | | Two-Year Job Options (Associate's Degree) | | Four-Year Job Options (Bachelor's Degree) | | More Education Job Options | |
|----------------------|----------|--|----------|--|----------|-------------------------------|-----------|
| Job | Salary | Job | Salary | Job | Salary | Job | Salary |
| Childcare Worker | \$21,170 | Drafter | \$53,480 | Technical Director | \$31,830 | Epidemiologist | \$70,820 |
| Cook | \$22,850 | Avionics Technician | \$61,390 | Multimedia Specialist | \$48,880 | Mathematician | \$81,050 |
| Nursing Assistant | \$26,590 | Electrician | \$52,720 | Public Relations Manager | \$55,420 | Occupational Therapists | \$81,910 |
| EMT | \$32,670 | Electronics Engineering Tech | \$62,190 | Teacher | \$58,030 | Biochemist | \$82,180 |
| Phlebotomist | \$32,710 | Web Developer | \$66,130 | Zoologist | \$60,520 | Physical Therapist | \$85,400 |
| Real Estate Agent | \$46,410 | Registered Nurse | \$68,450 | Chemist | \$75,420 | High School Principal | \$92,510 |
| Fine Artist | \$48,780 | Dental Hygienists | \$72,910 | Geoscientist | \$89,780 | Attorney | \$118,160 |
| Electrical Lineman | \$62,650 | | | Computer Programmer | \$79,840 | | |

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

CAREER AND TECHNOLOGY EDUCATION

If you are a high school dropout...

Your average earnings will be \$504/week, or \$2,184/month, or \$26,208/year (median usual weekly earnings).

U.S. Bureau of Labor Statistics

Many jobs pay minimum wage of \$10.35/hour, or \$414/week, or \$1,794/month, or \$21,528/year before taxes.

Your lifetime earnings will be around \$450,000 less over a lifetime than a high school graduate. \$10,000/year x 45 years of work.

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 risk unemployment - 54% of dropouts aged 16-24 were unemployed.

New York Times

You cannot enlist in the military.

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

Jobs for the Future

If you are a high school graduate...

Your average earnings will be \$692/week, or \$2,999/month, or \$35,984/year (median usual weekly earnings).

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 5.2 percent compared to 7.4 percent for a high school dropout.

U. S. Bureau of Labor Statistics

You can enlist in the military.

You are one of the 83 percent of Oklahoma learners who graduate from high school.

National Center for Education Statistics

Teacher's Guide located at:

<http://okcareer.tech/cimcguide>

Career and Academic Connections

<https://www.okcareertech.org/educators/career-and-academic-connections>

***career*tech**

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