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.
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

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

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.

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.

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.

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.

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.

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.
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.

<table>
<thead>
<tr>
<th>Personal qualities that describe me:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Practical</td>
</tr>
<tr>
<td>- Observant</td>
</tr>
<tr>
<td>- Physically active</td>
</tr>
<tr>
<td>- Step-by-step thinker</td>
</tr>
<tr>
<td>- Coordinated</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School subjects I like:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Agriculture</td>
</tr>
<tr>
<td>- Math</td>
</tr>
<tr>
<td>- Geometry</td>
</tr>
<tr>
<td>- Chemistry</td>
</tr>
<tr>
<td>- Physics</td>
</tr>
<tr>
<td>- Language Arts</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Personal qualities that describe me:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Curious</td>
</tr>
<tr>
<td>- Good at following directions</td>
</tr>
<tr>
<td>- Pay attention to details</td>
</tr>
<tr>
<td>- Good at visualizing possibilities</td>
</tr>
<tr>
<td>- Patient and persistent</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School subjects I like:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Math</td>
</tr>
<tr>
<td>- Drafting</td>
</tr>
<tr>
<td>- Physical Sciences</td>
</tr>
<tr>
<td>- Construction Trades</td>
</tr>
<tr>
<td>- Electrical Trades/Heat, Air Conditioning &amp; Refrigeration/STEM courses</td>
</tr>
</tbody>
</table>

**Arts, A/V, Technology, and Communication**
Interest in creative or performing arts, communications or audio-visual technology.

<table>
<thead>
<tr>
<th>Personal qualities that describe me:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Creative and imaginative</td>
</tr>
<tr>
<td>- Good communicator/good vocabulary</td>
</tr>
<tr>
<td>- Curious about new technology</td>
</tr>
<tr>
<td>- Relate well to feelings and thoughts of others</td>
</tr>
<tr>
<td>- Determined/tenacious</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School subjects I like:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Art/Graphic Design</td>
</tr>
<tr>
<td>- Music</td>
</tr>
<tr>
<td>- Speech &amp; Drama</td>
</tr>
<tr>
<td>- Journalism/Literature</td>
</tr>
<tr>
<td>- Audiovisual Technologies</td>
</tr>
</tbody>
</table>

**Business, Management, and Administration**
Interest in planning, organizing, directing, and evaluating business functions.

<table>
<thead>
<tr>
<th>Personal qualities that describe me:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Organized</td>
</tr>
<tr>
<td>- Practical and logical</td>
</tr>
<tr>
<td>- Patient</td>
</tr>
<tr>
<td>- Tactful</td>
</tr>
<tr>
<td>- Responsible</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School subjects I like:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Computer Applications/Business and Information Technology</td>
</tr>
<tr>
<td>- Accounting</td>
</tr>
<tr>
<td>- Math</td>
</tr>
<tr>
<td>- English</td>
</tr>
<tr>
<td>- Economics</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Personal qualities that describe me:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Friendly</td>
</tr>
<tr>
<td>- Decision maker</td>
</tr>
<tr>
<td>- Helpful</td>
</tr>
<tr>
<td>- Innovative/Inquisitive</td>
</tr>
<tr>
<td>- Good listener</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School subjects I like:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Language Arts</td>
</tr>
<tr>
<td>- Social Studies</td>
</tr>
<tr>
<td>- Math</td>
</tr>
<tr>
<td>- Science</td>
</tr>
<tr>
<td>- Psychology</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Personal qualities that describe me:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Trustworthy</td>
</tr>
<tr>
<td>- Orderly</td>
</tr>
<tr>
<td>- Self-confident</td>
</tr>
<tr>
<td>- Logical</td>
</tr>
<tr>
<td>- Methodical or efficient</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School subjects I like:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Accounting</td>
</tr>
<tr>
<td>- Math</td>
</tr>
<tr>
<td>- Economics</td>
</tr>
<tr>
<td>- Banking/Financial Services</td>
</tr>
<tr>
<td>- Business Law</td>
</tr>
</tbody>
</table>

**Government and Public Administration**
Interest in performing government functions at the local, state, and federal levels.

<table>
<thead>
<tr>
<th>Personal qualities that describe me:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Good communicator</td>
</tr>
<tr>
<td>- Competitive</td>
</tr>
<tr>
<td>- Service-minded</td>
</tr>
<tr>
<td>- Well-organized</td>
</tr>
<tr>
<td>- Problem solver</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School subjects I like:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Government</td>
</tr>
<tr>
<td>- Language Arts</td>
</tr>
<tr>
<td>- History</td>
</tr>
<tr>
<td>- Math</td>
</tr>
<tr>
<td>- World Languages</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Personal qualities that describe me:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Compassionate and caring</td>
</tr>
<tr>
<td>- Good at following directions</td>
</tr>
<tr>
<td>- Conscientious and careful</td>
</tr>
<tr>
<td>- Patient</td>
</tr>
<tr>
<td>- Good listener</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School subjects I like:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Biological Sciences</td>
</tr>
<tr>
<td>- Chemistry</td>
</tr>
<tr>
<td>- Math</td>
</tr>
<tr>
<td>- Occupational Health classes</td>
</tr>
<tr>
<td>- Language Arts</td>
</tr>
</tbody>
</table>
### 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
- 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
- World Languages
- Social Sciences
- Marketing
- Food Services
- Mathematics
- 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/STEM courses
- Math
- Trade and Industry courses
- Physical Sciences
- Economics
- World Languages

### 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
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.
## 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 Technologies
- **Area of study:** CNC Machinist - certification
- **Date Started:** 8/25/2017
- **Dates Revised:** 4/18/2017

### Subject List

<table>
<thead>
<tr>
<th>Subject</th>
<th>7th Grade</th>
<th>8th Grade</th>
<th>9th Grade</th>
<th>10th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Subjects</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English/Language Arts</td>
<td></td>
<td></td>
<td>English I (grammar/comp)</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
<td>Algebra I (for HS credit)</td>
<td>Geometry</td>
<td></td>
</tr>
<tr>
<td>Laboratory Science</td>
<td></td>
<td>Physical Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Studies</td>
<td></td>
<td>OK History ½ credit</td>
<td>Government ½ credit</td>
<td></td>
</tr>
<tr>
<td>World Languages</td>
<td></td>
<td>Fundamentals of Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fine Arts/Arts/Speech</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agriculture, Food &amp; Natural Resources</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business, Finance, Marketing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family &amp; Consumer Sciences, Hospitality, Tourism</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health &amp; Health Sciences</td>
<td></td>
<td></td>
<td>Competitive Athletics</td>
<td></td>
</tr>
<tr>
<td>Human Services Electives</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information, Network &amp; Audio Visual Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language Arts Electives</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math, Science &amp; STEM</td>
<td></td>
<td></td>
<td>STEM Courses</td>
<td></td>
</tr>
<tr>
<td>Trade &amp; Industrial Education</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Electives</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total HS Credits</strong></td>
<td>0</td>
<td>1</td>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>
ICAP – Sample Education plan:

College Prep/Work Ready

Student Name: Jane Reynolds

School Signature: ______________________________________________________________

Technology Center: Meridian Tech Center

Parent Signature: ______________________________________________________________

College: OSU-IT

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

Area of study: CNC Machinist – certification

Date Started: 8/25/2017

Dates Revised: 4/18/2017

Subject 7th Grade 8th Grade 9th Grade 10th Grade 11th Grade 12th Grade

Credits

Core Subjects

English/Language Arts

English I (grammar/comp) 0

English II (World Lit) 0

English III (American Lit) 4

English IV (English Lit) 4

Mathematics

Algebra I (for HS credit) 0

Geometry 0

Algebra II 4

Pre-Calculus ½ credit

Trigonometry ½ credit

Physics 3

Laboratory Science

Physical Science 0

Biology I 3

Physics 3

Social Studies

OK History 0

Government ½ credit

U.S. History 3

World History 3

World Languages 0

Computer Technology

Fundamentals of Technology 0

Advanced Programming 2

Art I 1

FINE ARTS/ARTS/SPEECH

Art I 1

Electives

Agriculture, Food & Natural Resources 0

Business, Finance, Marketing 0

Family & Consumer Sciences, Hospitality, Tourism 0

Health & Health Sciences 4

Competitive Athletics 4

STEM Courses

CNC Machining (3 credits) 6

CNC Machining – Specialized (3 credits) 0

Total HS Credits 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

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

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

Source: https://www.zippia.com/advice/fastest-growing-jobs-in-oklahoma/
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.
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!

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).
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.

<table>
<thead>
<tr>
<th></th>
<th>$25,559.80 Yearly*</th>
<th>$1,887.08 Monthly*</th>
<th>$471.77 Weekly*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing</td>
<td>$8358.06</td>
<td>$696.51</td>
<td>$160.73</td>
</tr>
<tr>
<td>Transportation</td>
<td>$4345.17</td>
<td>$362.10</td>
<td>$83.56</td>
</tr>
<tr>
<td>Food</td>
<td>$3271.65</td>
<td>$272.64</td>
<td>$62.92</td>
</tr>
<tr>
<td>Clothes</td>
<td>$1047.95</td>
<td>$77.37</td>
<td>$20.15</td>
</tr>
<tr>
<td>Health</td>
<td>$1456.91</td>
<td>$121.41</td>
<td>$28.02</td>
</tr>
<tr>
<td>Entertainment</td>
<td>$1303.55</td>
<td>$108.63</td>
<td>$25.07</td>
</tr>
<tr>
<td>Personal Insurance &amp; Retirement</td>
<td>$2862.70</td>
<td>$238.56</td>
<td>$55.05</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>$2658.22</td>
<td>$221.52</td>
<td>$51.12</td>
</tr>
</tbody>
</table>

* Represents a computer support specialist take-home pay after taxes.
Planning for Your Career
(Options After High School)
How will you reach your goal?

1 2 4 + or more

Be Prepared for Your Future!

<table>
<thead>
<tr>
<th>One-Year Job Options</th>
<th>Two-Year Job Options (Associate’s Degree)</th>
<th>Four-Year Job Options (Bachelor’s Degree)</th>
<th>More Education Job Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job</td>
<td>Job</td>
<td>Job</td>
<td>Job</td>
</tr>
<tr>
<td>Job</td>
<td>Salary</td>
<td>Salary</td>
<td>Salary</td>
</tr>
<tr>
<td>Childcare Worker</td>
<td>$21,170</td>
<td>Drafter</td>
<td>$31,830</td>
</tr>
<tr>
<td>Cook</td>
<td>$22,850</td>
<td>Avionics Technician</td>
<td>Mathematician</td>
</tr>
<tr>
<td>Nursing Assistant</td>
<td>$26,590</td>
<td>Electrician</td>
<td>$81,050</td>
</tr>
<tr>
<td>EMT</td>
<td>$32,670</td>
<td>Electronics Engineering Tech</td>
<td>Occupational Therapists</td>
</tr>
<tr>
<td>Phlebotomist</td>
<td>$32,710</td>
<td>Web Developer</td>
<td>$81,910</td>
</tr>
<tr>
<td>Real Estate Agent</td>
<td>$46,410</td>
<td>Registered Nurse</td>
<td>Biochemist</td>
</tr>
<tr>
<td>Fine Artist</td>
<td>$48,780</td>
<td>Dental Hygienists</td>
<td>Physical Therapist</td>
</tr>
<tr>
<td>Electrical Lineman</td>
<td>$62,650</td>
<td></td>
<td>High School Principal</td>
</tr>
</tbody>
</table>

Be Prepared for Your Future!
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

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
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