



Title: Introduction Activity: Business Management & Administration Career Cluster

Grade: 6

Career Development Model:

Career Exploration

Nebraska Career Readiness Standards:

- Manages personal career development

Objective:

- Students will identify varieties of job titles for career opportunities in the Business Management and Administration career cluster.

Materials and Supplies Needed:

- Five papers, each one listing a career pathway
- Multiple slips of paper, each one listing job examples
- Watch or clock
- Six copies of the answer sheet that tells which careers fit into which pathway (one for each group and one for you)
- Internet access
- Optional: Copies of "Business Management and Administration at a Glance" for student reference and aid to discussion.

Class Instructions:

Time: 30 - 40 minutes

1. Share with students that today we're going to explore possible careers related to the Business Management and Administration career cluster.
2. Divide students into five groups.
3. Provide each group with five documents, each one listing a career pathway (Administrative Services, Business Information Management, Human Resources Management, Management, and Operations Management).
4. Provide each group with several slips of paper, each one listing a potential career specialty example (Business Analyst, Entrepreneur, Project Manager, etc.).

5. Tell the students they have 10 minutes to correctly place the career specialty slips onto the career pathway papers.
6. After time has elapsed, give each group an answer sheet that tells which careers fit into which pathway.
7. Determine how many careers were correctly identified.
8. Choose one pathway for each group to discuss and research online for 10-?15 minutes. Explain that each group will present information about the pathways. Use the following three questions to guide the research and conversations:
 - a. What job responsibilities are generally associated with this pathway?
 - b. What are characteristics of individuals who are successful in this pathway?
 - c. Who are some individuals you know who work in this pathway (family, friends, neighbors, etc.), and what is their career?
9. After time has elapsed, allow each group to present their findings about the career pathways.
10. Require each group to ask at least one question about each pathway presentation to maximize learning potential.
11. Continue to encourage exploration of Business Management and Administration.

Credits/Sources:

Nebraska Career Education

Directions: This list of pathways and careers within the Business Management and Administration career cluster serves as an answer sheet and can be split into one career per slip of paper for the above activity.

Administrative Services Pathway

Customer Service Representative
Dispatcher
Secretary
Professional Administrative Assistant
Order Clerk
Project Assistant
Executive Assistant
Business Manager
Project Leader
Business Professor
Senior Account Executive
Business Systems Consultant

Business Information Management Pathway

Corporate Chief Information Officer
Data Systems Designer
Strategic Planning Consultant
Logistics Technician
Statistical Assistant
Transcriptionist
Database Technician
Market Research Assistant
Project Management Assistant
Project Manager
Business Analyst
Quality Control Manager

Management (General) Pathway

Human Resources Manager
Corporate Information Manager
Meetings and Events Manager
Food Service Manager
Front Desk Manager
Event Coordinator
General Office Manager Entrepreneur
Administrative Services Manager
Organizational Development
Consultant Chief Executive
Corporate Vice President

Human Resources Management

Pathway Hiring Agent
Payroll Assistant
Employee Communications Assistant
Employee Benefits Coordinator
Job Training Specialist
Interview Coordinator
Compliance Manager
Staff Trainer
Recruiter
Labor Relations Manager
Corporate Human Resources Director
Training Consultant

Operations Management Pathway Retail

Salesperson
Counter and Rental Clerk
Inventory Clerk
Quality Control Technician
Sales Broker
Accounts Receivable Specialist
Wholesale Buyer
Warehouse Manager
Merchandising Director
Supply Chain Engineer
Risk Management Consultant
Chief Operations Officer