

3rd Grade Career Development
Activity #4: Business, Management and Administration
Estimated time 30-45 minutes

National Career Development Guidelines Indicators

ED1 - Attain educational achievement and performance levels needed to reach your personal and career goals

- ED1.K7 - Recognize that your educational achievement and performance can lead to many workplace options
- ED1.K8 - Recognize that the ability to acquire and use information contributes to educational achievement and performance

ED2 - Participate in ongoing, lifelong learning experiences to enhance your ability to function effectively in a diverse and changing economy

- ED2.K3 - Recognize the importance of being an independent learner and taking responsibility for your learning

CM3 - Use accurate, current, and unbiased career information during career planning and management

- CM3.K2 - Recognize that career information includes occupational, education and training, employment, and economic information and that there is a range of career information resources available
- CM3.K4 - Identify several ways to classify occupations

CM4 - Master academic, occupational, and general employability skills in order to obtain, create, maintain, and/or advance your employment

- CM4.K4 - Recognize that many skills are transferable from one occupation to another

Goal:

Students will investigate careers in the **Business, Management and Administration** Career Cluster.

Objectives:

- Understand that a career cluster is a grouping of occupations based on commonalities
- Recognize that the **Business, Management and Administration** Career Cluster includes careers that encompass planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations.
- Investigate occupations in the **Business, Management and Administration** Career Cluster.

Materials:

- 3rd Grade Career Development Activity #4– **Business, Management and Administration Careers: People in Business** handout
- Writing Materials

Activity:

1. “Today we’re going to learn about occupations in the Business, Management and Administration Career Cluster. Does everyone remember what a Career Cluster is? **A career cluster is a grouping of occupations based on things they have in common.**”
2. “The **Business, Management and Administration** Career Cluster includes jobs that relate to planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.” *Write this on the board.* “Let’s write a list of all the people that we can think of that relate to managing businesses and helping them run successfully.” *Write everything that students can think of on the board. Provide suggestions, if necessary, to generate more ideas.*
3. “As you can see, there are a lot of people that help run businesses, and there are a lot of businesses!” *Distribute **Business, Management and Administration Careers: People in Business** handout.* “Let’s take a look at this list of people in business.” *Go over some of the occupations on the list. Ask students which occupations they are the most curious about, so that you can explain them.*
4. *Divide the students into groups of 3 or 4. Have students develop a skit about one of the occupations on the list and how people in the occupation help a business operate. Walk around the room and offer assistance.*
5. *Have the groups share their skits. When students are done sharing, have the class discuss their thoughts and feelings about occupations in the career cluster.*

Evaluation:

Students will be evaluated on their participation during the discussion and during the planning of the skits.

Handout #1

Business, Management and Administration Careers: People in Business 3rd Grade Career Development: Activity #4

- **Administrative and Information Support:** People in these occupations support other business workers by collecting, organizing, or sharing information. Examples of these occupations include:

- Couriers and Messengers
- Data Entry Keyers
- Administrative Assistants
- File Clerks



- **Business Analysis:** People in these occupations examine business-related information to help the business run more effectively.

- Budget Analysts
- Energy Auditors
- Management Analysts
- Sustainability Specialists



- **Human Resources:** People in these occupations help recruit, hire, train, and support all staff that help a business to operate.

- Human Resources Specialists
- Recruiters
- Training and Development Specialists
- Benefits Specialist



- **Management:** People in these occupations help plan, direct, and coordinate the activities of all the workers in different business departments. Together, they coordinate to make sure that everyone is working to help the business.

- Chief Executives
- Administrative Services Managers
- General and Operations Managers
- Compensation and Benefits Managers

