

4th Grade Career Development
Activity #4: Business, Management and Administration Careers
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 careers in the **Business, Management and Administration** Career Cluster.

Materials:

- 4th Grade Career Development Activity #4- **Business, Management and Administration: Opening a 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.*
3. “Let’s make a list of things you have to think about if you have a business.” *Write on the board: **Do you have enough money to start a business? What do you have to sell? Who are your customers? Where will your business be located? Do you need employees to help?** Get other suggestions from the class about what’s needed for a business and write them down.*
4. *Have students think about their favorite toy or game and the businesses that create these items. “Do you have something in mind? Good, because you are going to pretend to open a business that creates a toy or game! Let’s look back at the things we need to think about when we have a business.” Go over the board list and discuss with the class.*
5. *Divide the class into pairs and distribute the **Business, Management and Administration: Opening a Business** handout to students. Explain that they will brainstorm and come up with their own toy or game and answer the questions on the handout. Encourage them to work together and use their imaginations.*
6. *Once students have completed their assignment, have them present their new toy or game to the class.*

Evaluation:

Students will be evaluated on their participation and on their handouts.

Handout #1

Business, Management and Administration Careers: Opening a Business
4th Grade Career Development: Activity # 4



What is the name of your toy or game? Draw a picture of it in the space above.

How do you play your toy or game?

How much does your toy or game cost?

Who will buy your toy or game?

Where will you sell your toy or game?
