

5th 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:

- 5th Grade Career Development Activity #4– **Business, Management and Administration Careers: People in Business** handout #1
- 5th Grade Career Development Activity #4- **Business, Management and Administration Careers: Who Should Be Hired?** handout #2
- 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. “Let’s look at this list of the different people that help businesses operate.” *Distribute the **Business, Management and Administration Careers: People in Business** handout #1. Go over some of the jobs of the list. Ensure that students understand before continuing.*
5. “Now that you are familiar with who does what in a business, let’s have some fun with this information.” *Distribute the **Business, Management and Administration Careers: Who Should Be Hired?** handout #2. Explain the directions and ensure that students understand. Walk around and offer help as needed. Have students work with their neighbors to help generate ideas.*
6. *Go over the handout and have students share their responses. Ask students to discuss the characteristics of a good businessperson. Collect the handouts when finished.*

Evaluation:

Students will be evaluated on their participation and their handouts.

Handout #1

Business, Management and Administration Careers: People in Business 5th 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
- Executive Secretaries
- File Clerks
- Public Relations Specialists



- **Business Analysts:** 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.

- Compensation and Benefits Managers
- Human Resource Managers
- Human Resource Specialists
- Training and Development Specialists



- **Management:** People in these occupation 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
- Fundraising Managers
- Operations Research Managers
- Public Relation Managers
- Purchasing Managers



Handout #2

Business, Management and Administration Careers: Who Should Be Hired?
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Directions: Pretend you are a Human Resource Manager who needs to hire several workers. Figure out which occupation you need to hire given the descriptions below. Then, write down the skills and characteristics of a good worker in this occupation. Use your People in Business handout to help you.

1. You need a worker who will analyze all the energy data from the entire business to see how efficient and Earth-friendly it is. Who should be hired?

Characteristics and skills:

2. You need to hire a worker in the Human Resources department to plan and deliver training to the new workers. This person will need to present information using a variety of instructional techniques. Who should be hired?

Characteristics and skills:
