

# Activity 1:

# coding interests

**Name:** \_\_\_\_\_ **Period:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Purpose:** To identify personal interests

## Instructions

1. In the table provided, circle any activities that interest you.
2. Count the number of circled activities in each column and write the totals in the spaces provided on page 2.
3. If there are not two main areas that interest you, ask yourself if the non-chosen activities are “interesting” or “very interesting.”
4. Keep going until the top two areas of interest have been identified.
5. Compare your code to the definitions on page 3.

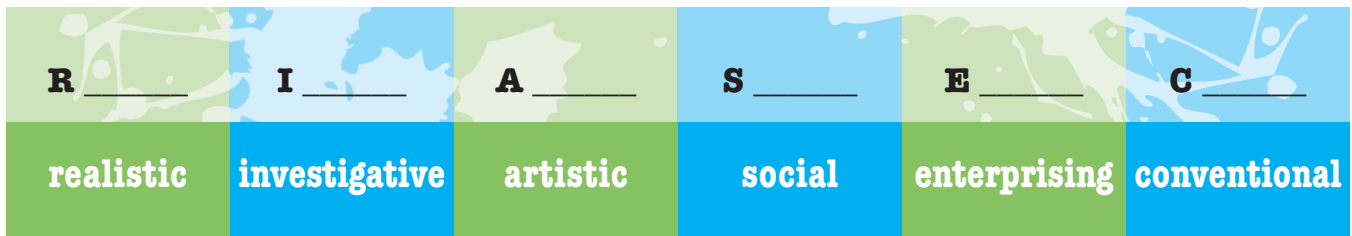
	1	2	3	4	5	6
A	Fix mechanical things	Work on a scientific project	Sketch, draw, or paint	Work as a volunteer for a charity	Operate your own business	Operate office machines
B	Take a wood-working class	Study the stars through a telescope	Play in a band or orchestra	Help others with their personal problems	Serve as an officer of a group	Compute business figures
C	Take an auto mechanics class	Solve a mathematical problem	Create photographs	Work as a speech therapist	Supervise the work of others	Take an accounting class
D	Work outdoors	Investigate a crime scene	Take an art class	Work as a nurse	Lead a group to accomplish a goal	Take a commercial math class
E	Operate motorized machines or equipment	Read scientific books or magazines	Act in a play	Teach children	Read business magazines or articles	Work in an office



	1	2	3	4	5	6
F	Build things	Do a lot of thinking	Design fashions	Teach or train others	Meet important people	Write a business letter
G	Work alone	Use a microscope	Design interior spaces	Lead a group discussion	Give a talk or speech	Use a computer
H	Tend/train animals	Do complicated calculations	Read fiction, plays, or poetry	Play a team sport	Sell things	Keep accurate records
I	Pitch a tent	Understand physics laws and theories	Attend concerts, the theater, or an art exhibit	Help others resolve a dispute	Promote or spread an idea	Be responsible for details
J	Solve mechanical puzzles	Interpret formulas	Work on crafts	Participate in a meeting	Win a leadership or sales award	Type or use word processing software
K	Plant a garden	Learn about a new subject	Work according to your own rules	Become good with words and talking to people	Take on a lot of responsibility	Work with numbers
L	Read a blueprint	Use computers	Use your imagination to do something original	Work with young people	Participate in a political campaign	Be very well organized
M	Play a sport	Perform lab experiments	Write stories and poetry	Plan and supervise an activity	Convince people to do things your way	Set up a system for doing something and stick to it
	<b>R</b> _____	<b>I</b> _____	<b>A</b> _____	<b>S</b> _____	<b>E</b> _____	<b>C</b> _____



# coding interest explanations



## **R** = realistic

You have mechanical and athletic abilities. You like working outdoors with tools and objects, and you prefer dealing with things rather than people.

Auto mechanics

Farming

Building things

Fixing electrical things

Carpentry

Setting type for a printed piece

Driving a truck

Wildlife biology

## **I** = investigative

You have math and science abilities. You like working alone and solving complex problems. You also like dealing with ideas rather than people or things.

Advanced math

Doing puzzles

Astronomy

Physics

Being in a science fair

Using a chemistry set

Building rocket models

Working in a science lab

## **A** = artistic

You have artistic ability and imagination. You enjoy creating original work, and you prefer to deal with ideas rather than things.

Being in a play

Going to concerts

Creating fashion designs

Learning foreign languages

Creative writing

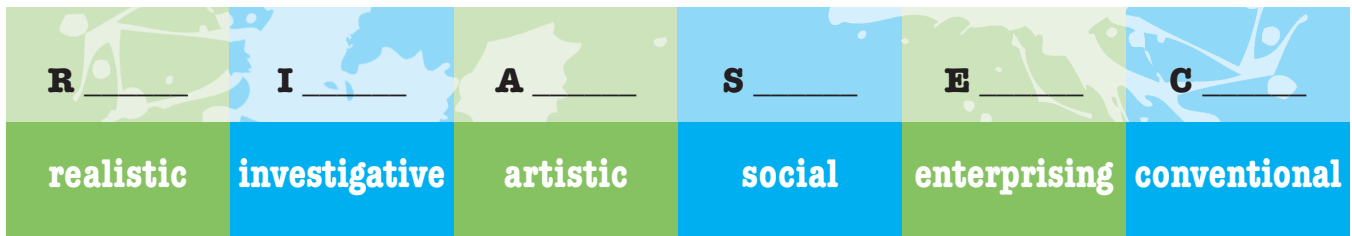
Playing with musicians

Drawing or painting

Reading about art or music



# coding interest explanations



## **S** = social

You have social skills. You're interested in social relationships and helping others solve problems. You like dealing with people rather than things.

- |                         |                             |
|-------------------------|-----------------------------|
| Attending sports events | Making new friends          |
| Belonging to a club     | Studying foreign people     |
| Doing volunteer work    | Teaching children           |
| Helping people          | Working with elderly people |

## **E** = enterprising

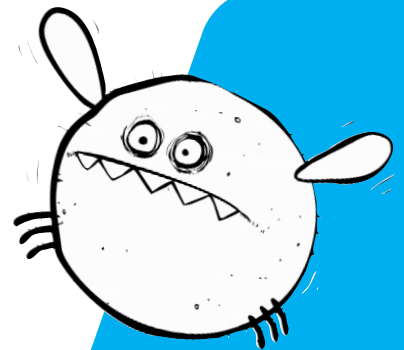
You have leadership and speaking abilities. You like to be influential, and you're interested in politics and business. You also prefer to deal with people and ideas, not things.

- |                               |                                |
|-------------------------------|--------------------------------|
| Being elected class president | Selling a product              |
| Being with leaders            | Talking to salespeople         |
| Buying materials for a store  | Talking with people at a party |
| Giving speeches               | Working on a sales campaign    |

## **C** = conventional

You have clerical and math abilities. You prefer working indoors and organizing things, and you like dealing with words and numbers rather than people or ideas.

- |                            |                             |
|----------------------------|-----------------------------|
| Filing letters and reports | Using a cash register       |
| Following a budget         | Using business machines     |
| Keeping detailed reports   | Word processing on computer |
| Typing reports             | Working nine-to-five        |



# Activity 2:

# abilities

**Name:** \_\_\_\_\_ **Period:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Purpose:** To identify your abilities

## Instructions

1. Review the skill areas listed below.
2. Circle the answer that best describes your abilities in each area, compared with your friends and classmates.

<b>COMMUNICATION</b> includes speech, writing, persuasion, reading, and comprehension	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>
<b>MATH</b> includes adding, subtracting	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>
<b>SPATIAL</b> involves seeing differences in size, form, and shape and being able to visualize relationships	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>
<b>SCIENCE</b> includes biology, chemistry, geology, and astronomy	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>
<b>LEADERSHIP</b> includes taking on responsibility in a group, motivating others, and providing direction in group activities	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>
<b>ART</b> includes painting, drawing, sculpture, acting, and music	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>
<b>PHYSICAL PERFORMANCE</b> includes athletics, dance, and a variety of activities that require coordination	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>
<b>MECHANICAL</b> involves the ability to understand and fix various machines and appliances	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>

# Activity 3:

# needs and wants

**Name:** \_\_\_\_\_ **Period:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Purpose:** To identify your top two career needs and wants

## Instructions

1. Think about the 10 career needs and wants below in terms of their importance to you.
2. Circle the answer that best describes your feeling about it.
3. Go through your choices in the “Very Important” column. Choose no more than two that you view as the most important.
4. Write these two career needs and wants below.

1. \_\_\_\_\_ 2. \_\_\_\_\_

<b>MONEY</b> a need for extras beyond what you live on	Less important	Important	Very important
<b>RESPECT</b> the prestige provided by some occupations, such as the law or medicine	Less important	Important	Very important
<b>FREEDOM</b> being able to work independently with little supervision	Less important	Important	Very important
<b>STABILITY</b> occupations that have little turn-over or that offer job security	Less important	Important	Very important
<b>VARIETY</b> occupations that expose you to diverse experiences and locations	Less important	Important	Very important
<b>LEISURE</b> occupations that provide you with ample time for family and hobbies	Less important	Important	Very important
<b>LEADERSHIP</b> occupations with responsibility for others and for planning	Less important	Important	Very important
<b>SERVICE</b> occupations that help people and society in a very direct way	Less important	Important	Very important
<b>INTEREST</b> working in a field that you find stimulating	Less important	Important	Very important
<b>CHALLENGE</b> a field that repeatedly tests your skills and abilities	Less important	Important	Very important

## Activity 4:

# What do you want in a coworker?

**Name:** \_\_\_\_\_ **Period:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Instructions

- For those characteristics you want, place a check in the **Yes** box.
- For those you don't want, place a check in the **No** box.
- For those you're uncertain about or don't care about, place a check in the **Maybe** box.

<b>characteristics</b>	<b>YES</b>	<b>NO</b>	<b>MAYBE</b>
1. Is friendly			
2. Can be trusted			
3. Has a sense of humor			
4. Has integrity			
5. Is generous with money			
6. Questions everything			
7. Needs to be the best, the smartest			
8. Has lots of experience			
9. Is very competent			
10. Shares knowledge			
11. Is self-critical			
12. Dresses well			
13. Talks about others			
14. Is ambitious			
15. Works to please the employer			

Which of these characteristics will your coworkers find in you?

## Activity 5:

# What do you want in a boss?

**Name:** \_\_\_\_\_ **Period:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Instructions

- For those characteristics you want in a boss, put a check in the **Yes** box.
- For those characteristics you don't want, put a check in the **No** box.
- For those you're uncertain about, put a check in the **Maybe** box.

characteristics	YES	NO	MAYBE
1. Sees himself as a "player coach"			
2. Gives clear instructions			
3. Has high expectations			
4. Pays workers what they're worth			
5. Respects religious commitments			
6. Is appreciative			
7. Delegates authority			
8. Listens to complaints			
9. Demonstrates what is wanted			
10. Is supportive of employees' family responsibilities			
11. Wants suggestions and recommendations			
12. Is decisive			
13. Is open in his criticism			
14. Changes his mind frequently			
15. Is willing to try new approaches			





Which of these characteristics do you consider most important? Why?

**characteristics**

**reason**

1.

---

2.

---

3.

---

4.

---

5.

---

In there one characteristic that you believe is not important? What is it? Why do you think this?

**characteristics**

**reason**

1.

---

## Activity 6:

# What does an employer want?

**Name:** \_\_\_\_\_ **Period:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Instructions

- For those attributes you believe an employer wants, place a check in the **Yes** box.
- For those that you think an employer does not want, place a check in the **No** box.
- For those you're uncertain about or you think may differ depending on the nature of the job or work situation, place a check in the **Maybe** box.

<b>quality</b>	<b>YES</b>	<b>NO</b>	<b>MAYBE</b>
<b>1.</b> Punctuality			
<b>2.</b> A strong work ethic			
<b>3.</b> Willingness to do whatever is asked			
<b>4.</b> Willingness to work late or on weekends			
<b>5.</b> Honesty			
<b>6.</b> Respect for safety rules			
<b>7.</b> Good grammar			
<b>8.</b> Ability to pace oneself			
<b>9.</b> Good grooming			
<b>10.</b> Willingness to learn			
<b>11.</b> Politeness			
<b>12.</b> Willingness to work for low wages			
<b>13.</b> Needing health benefits			
<b>14.</b> Married with dependent children			
<b>15.</b> Respect for others			



## Activity 8:

# What responsibilities does an employer have?

**Name:** \_\_\_\_\_ **Period:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Instructions

- If you believe that any of the items below have legal restrictions and responsibilities placed on employers, check the **Yes** box.
- If you believe there are no such restrictions, check the **No** box.
- For those you're uncertain about, check the **Maybe** box.

### restrictions with respect to:

	YES	NO	MAYBE
1. Age			
2. Sex			
3. People with disabilities			
4. Wage restrictions			
5. Health benefits requirements			
6. Unemployment insurance requirements			
7. Citizenship restrictions			
8. Transportation restrictions			
9. Safety and public health requirements			

## Activity 9:

# matching occupations with industrial sectors

**Name:** \_\_\_\_\_ **Period:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Instructions

Match the occupational title to the industrial sector where you believe it belongs.

#### occupations

1. funeral director
2. school bus driver
3. computer programmer
4. tree surgeon
5. tool and die operator
6. FBI agent
7. daycare teacher
8. professional athlete
9. tax preparer
10. county clerk
11. crane operator
12. merchandise displayer
13. interior decorator
14. acupuncturist

#### industrial sector

- \_\_\_\_\_ retail and wholesale trade
- \_\_\_\_\_ professional and business services
- \_\_\_\_\_ healthcare and social assistance
- \_\_\_\_\_ manufacturing
- \_\_\_\_\_ educational services
- \_\_\_\_\_ leisure and hospitality
- \_\_\_\_\_ financial activities
- \_\_\_\_\_ state and local government
- \_\_\_\_\_ construction
- \_\_\_\_\_ transportation and utilities
- \_\_\_\_\_ information services
- \_\_\_\_\_ federal government
- \_\_\_\_\_ natural resources and mining
- \_\_\_\_\_ other sectors not listed here

## Activity 10:

# investigating career clusters and occupations

**Name:** \_\_\_\_\_ **Period:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Purpose:** To explore the 16 career clusters and investigate a range of career choices

### Instructions

Explore the 16 career clusters each of which represents:

- a set of occupations that require common knowledge and skills that become more difficult as you become more specialized within the field
- a program of related instructional units that begin in high school and continue to the highest levels of professional and post-graduate instruction

The 16 career clusters can be explored at [www.careerclusters.org/16clusters.htm](http://www.careerclusters.org/16clusters.htm)

### sample occupations

### career clusters

animal breeder  
butcher  
fish and game officer  
landscaper  
pet shop operator  
tree surgeon

#### Agriculture, Food & Natural Resources

The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources, including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources

architect  
building code official  
crane operator  
electrician  
interior designer  
plumber  
urban planner

#### Architecture & Construction

Careers in designing, planning, managing, building, and maintaining the built environment

actor  
animator  
fashion designer  
film editor  
graphic designer  
music teacher  
set designer  
sound engineer

#### Arts, AV Technology & Communication

Designing, producing, exhibiting, performing, writing, and publishing of multimedia content, including visual and performing arts and design, journalism, and entertainment services

file clerk  
legal secretary  
market researcher  
meeting and convention planner  
paralegal

#### Business, Management & Administration

Planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations. Business management and administration career opportunities are available in every sector of the economy.



sample occupations	career clusters
counselor elementary teacher fitness trainer nanny psychologist	<b>Education &amp; Training</b> Planning, managing, and providing education and training services, and related learning support services
accountant bank teller economist financial analyst	<b>Finance</b> Planning services for financial and investment planning, banking, insurance, and business financial mismanagement
government auditor lobbyist mayor policy analyst president	<b>Governmental &amp; Public Administration</b> Executing governmental functions to include governance, national security, foreign service, planning, revenue and taxation, regulation, and management and administration at the local, state, and federal levels
athletic trainer dental technician dentist mortician nurse	<b>Health Science</b> Planning, managing, and providing therapeutic services, health informatics, support services, and biotechnology research and development
bartender bellhop food and beverage director pastry chef tour guide valet parker	<b>Hospitality &amp; Tourism</b> Managing, marketing, and operations of restaurants and other food services, lodging, attractions, recreation events, and travel-related services
family therapist funeral director nanny personal trainer	<b>Human Services</b> Preparing individuals for employment in career paths that relate to families and human needs
computer animator e-business specialist network administrator technical writer Web master	<b>Information Technology</b> Building linkages in information technology and IT occupations; entry-level, technical, and professional careers related to the design, development, support and management of computer hardware, software, multimedia and systems integration services
bomb technician federal marshal lawyer paralegal security guard	<b>Law, Public Safety &amp; Security</b> Planning, managing, and providing legal, public safety, protective services and homeland security, including professional and technical support services



**sample occupations**

**career clusters**

biomedical equipment technician  
 cabinetmaker  
 drycleaner  
 engineer  
 laser systems technician  
 meter installer/repairer

**Manufacturing**

Planning, managing, and processing of materials into intermediate or final products and related professional and technical support activities, such as production planning and control, maintenance, and manufacturing/process engineering

cashier  
 floral designer  
 marketing manager  
 real estate broker

**Marketing, Sales & Service**

Planning, managing, and performing marketing activities

mathematician  
 microbiologist  
 statistician  
 zoologist

**Science, Technology, Engineering & Mathematics**

Planning, managing, and providing scientific research and professional and technical services (for example, physical science, social science, engineering), including laboratory and testing services and research and development services

aerospace technician  
 automotive body repairer  
 logistics engineer  
 packer  
 taxi driver

**Transportation, Distribution & Logistics**

Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail, and water; includes related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment, and facility maintenance



# Activity 11: **How much education do you need?**

**Name:** \_\_\_\_\_ **Period:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Instructions

For each job title below, determine how much education you'll need in order to do that job. Note that the amount of education may vary depending on the job.

<b>job title</b>	<b>on-the-job training</b>	<b>associate's</b>	<b>bachelor's</b>	<b>bachelor's plus</b> (graduate or professional school)	<b>vocational award</b>	<b>apprenticeship</b>
<b>hairstylist</b>						
<b>judge</b>						
<b>Web master</b>						
<b>graphic designer</b>						
<b>nurse</b>						
<b>school principal</b>						
<b>dental technician</b>						
<b>bank teller</b>						
<b>veterinarian</b>						
<b>landscaper</b>						
<b>elementary teacher</b>						
<b>doctor</b>						

## Activity 12:

# education, wages, and trends

**Name:** \_\_\_\_\_ **Period:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Instructions

For each of the following occupations, select what you believe is the education requirement, average wage level, and trend.

In the **education** box, you'll need to enter one of the following:

**bachelor's plus** for occupations requiring more than a bachelor's degree (four years of college)

**bachelor's** for occupations requiring at least a bachelor's degree

**associate's** for occupations requiring at least an associate's degree (two years of college)

**vocational award/certificate** for occupations requiring a postsecondary vocational award or certificate

**on-the-job training** for occupations requiring only some level of on-the-job training

**apprenticeship** for occupations requiring a combination of on-the-job training and classroom instruction

In the **wage** box, you'll need to enter one of the following:

**very high** for occupations earning an annual salary of \$43,600 or more

**high** for occupations earning an annual salary of \$28,580 to \$43,590

**low** for occupations earning an annual salary of \$20,190 to \$28,570

**very low** for occupations earning an annual salary up to \$20,180

In the **trend** box, you'll need to enter one of the following:

**largest** growth for occupations having the largest job growth (counted in numbers)

**fastest** for occupations having the fastest job growth (measured as a percent)

**largest decline** for occupations having the largest job decline (measured in numbers)



occupation	education	wage	trend	# correct
1. general manager				
2. sales representative				
3. dental hygienist				
4. auditor				
5. database administrator				
6. preschool teacher				
7. occupational therapist assistant				
8. textile machine operator				
9. human resources specialist				
10. college professor				
11. registered nurse				
12. veterinary technician				
13. registered nurse				
14. veterinary technician				
15. registered nurse				
16. veterinary technician				
17. registered nurse				
18. veterinary technician				
19. registered nurse				
20. veterinary technician				
21. registered nurse				
# correct				

# Activity 13:

# selecting clusters of interest

Name: \_\_\_\_\_ Period: \_\_\_\_\_ Date: \_\_\_\_\_

**Purpose:** To select your top two to four career clusters

## Instructions

Use the activity sheet below to indicate which career clusters are your top choices. Circle each the career cluster you're interested in.

### Agriculture, Food & Natural Resources

The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources, including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources

### Architecture & Construction

Careers in designing, planning, managing, building, and maintaining the built environment

### Arts, A/V Technology & Communication

Designing, producing, exhibiting, performing, writing, and publishing of multimedia content, including visual and performing arts and design, journalism, and entertainment services

### Business, Management & Administration

Planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations. Business management and administration career opportunities are available in every sector of the economy.

### Education & Training

Planning, managing, and providing education and training services, and related learning support services

### Governmental & Public Administration

Executing governmental functions to include governance, national security, foreign service, planning, revenue and taxation, regulation, and management and administration at the local, state, and federal levels

### Finance

Planning services for financial and investment planning, banking, insurance, and business financial mismanagement



### **Health Science**

Planning, managing, and providing therapeutic services, health informatics, support services, and biotechnology research and development

### **Hospitality & Tourism**

Managing, marketing, and operations of restaurants and other food services, lodging, attractions, recreation events, and travel-related services

### **Human Services**

Preparing individuals for employment in career paths that relate to families and human needs

### **Information Technology**

Building linkages in information technology and IT occupations; entry-level, technical, and professional careers related to the design, development, support and management of computer hardware, software, multimedia and systems integration services

### **Law, Public Safety & Security**

Planning, managing, and providing legal, public safety, protective services and homeland security, including professional and technical support services

### **Manufacturing**

Planning, managing, and processing of materials into intermediate or final products and related professional and technical support activities, such as production planning and control, maintenance, and manufacturing/process engineering

### **Marketing, Sales & Service**

Planning, managing, and performing marketing activities

### **Science, Technology, Engineering & Mathematics**

Planning, managing, and providing scientific research and professional and technical services (for example physical science, social science, engineering), including laboratory and testing services and research and development services

### **Transportation, Distribution & Logistics**

Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail, and water; includes related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment, and facility maintenance

# Activity 14: **identifying potential occupations**

**Name:** \_\_\_\_\_ **Period:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## cluster description

## sample occupations

### **Agriculture, Food & Natural Resources**

The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources, including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources

Landscaper, animal breeder, food scientist, farm manager, biochemist, butcher, agricultural inspector, dietician, tree surgeon, pet shop operator, fish and game officer, veterinarian

### **Architecture & Construction**

Careers in designing, planning, managing, building, and maintaining the built environment

Architect, interior designer, landscape designer, carpenter, electrician, crane operator, plumber, septic tank servicing, surveyor, civil engineer, building code official, urban planner, cost estimator, draftsman

### **Arts, A/V Technology & Communication**

Designing, producing, exhibiting, performing, writing, and publishing of multimedia content, including visual and performing arts and design, journalism, and entertainment services

Art director, cartoonist, animator, graphic designer, fashion designer, writer, sound engineer, desktop publisher, photographer, editor, actor, dancer, set designer, film editor, music teacher

### **Business Management & Administration**

Planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations. Business management and administration career opportunities are available in every sector of the economy.

Legal secretary, file clerk, data entry, medical secretary, management analyst, meeting and convention planner, paralegal, office manager, market researcher, copywriter, human resources manager, business analyst, corporate trainer

### **Education & Training**

Planning, managing, and providing education and training services, and related learning support services

Elementary teacher, instructional designer, librarian, social worker, school principal, psychologist, college dean, professor, secondary teacher, fitness trainer, nanny, counselor



## cluster description

## sample occupations

### Finance

Planning services for financial and investment planning, banking, insurance, and business financial mismanagement

Planning, services for financial and investment planning, banking, insurance, and business financial mismanagement.

### Governmental & Public Administration

Executing governmental functions to include governance, national security, foreign service, planning, revenue and taxation, regulation, and management and administration at the local, state, and federal levels

Policy analyst, clerk, immigration officer, lobbyist, president, mayor, senator, administrative assistant, census clerk, congressional aide, government auditor, tax examiner, planner

### Health Science

Planning, managing, and providing therapeutic services, health informatics, support services, and biotechnology research and development

Chiropractor, home health aide, dental technician, health educator, nurse, doctor, dentist, mortician, acupuncturist, audiologist, athletic trainer

### Hospitality and Tourism

Managing, marketing, and operations of restaurants and other food services, lodging, attractions, recreation events, and travel-related services

Chef, bell hop, tour guide, hotel desk clerk, convention planner, baker, brewer, restaurant operator, caterer, bartender, pastry chef, concierge, hotel manager or owner, night auditor, reservation clerk, valet parker, food and beverage director

### Human Services

Preparing individuals for employment in career paths that relate to families and human needs

Preschool teacher, social worker, nanny, clergy, marriage or family therapist, personal trainer, sociologist, mental health counselor, hairdresser, funeral director, nail technician, massage therapist

### Information Technology

Building linkages in information technology and IT occupations; entry-level, technical, and professional careers related to the design, development, support and management of computer hardware, software, multimedia and systems integration services

Computer programmer, network administrator, database administrator, web master, it security consultant, systems analyst, hardware engineer, technical writer, help desk support technician, call center support representative, desktop publisher, software tester, e-business specialist, computer animator, multimedia artist



## cluster description

## sample occupations

### Law, Public Safety & Security

Planning, managing, and providing legal, public safety, protective services and homeland security, including professional and technical support services

Lawyer, firefighter, paralegal, corrections officer, police officer, EMT, dispatcher, security guard, federal marshal, judge, bomb technician, private investigator, rescue worker

### Manufacturing

Planning, managing, and processing of materials into intermediate or final products and related professional and technical support activities, such as production planning and control, maintenance, and manufacturing/process engineering

Tool & die operator, drycleaner, cabinet maker, welder, metal worker, engineer, labor relations manager, boilermaker, laser systems technician, meter installer/repairer, biomedical equipment technician, pattern and model makers, medical appliance maker

### Marketing, Sales & Service

Planning, managing, and performing marketing activities

Cashier, sales representative, purchasing agent, rental clerk, merchandise displayer or window trimmer, small business entrepreneur, real estate broker/sales agent or appraiser, floral designer, model, stock clerk, warehouse manager, wholesale distribution manager, marketing manager

### Science, Technology, Engineering & Mathematics

Planning, managing, and providing scientific research and professional and technical services (for example, physical science, social science, engineering), including laboratory and testing services and research and development services.

Laboratory technician, geologist, aerospace engineer, electrical engineer, industrial engineer, mechanical drafter, broadcast technician, statistician, technical writer, civil engineer, scientist, physicist, architectural drafter, chemist, mathematician, hydrologist, zoologist, astronomer, archeologist, anthropologist, space engineer, microbiologist

### Transportation, Distribution & Logistics

Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail, and water; includes related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment, and facility maintenance.

Airline pilot, taxi driver, school bus driver, chauffeur, logistics engineer, air traffic controller, ship or boat captain, truck driver, storage and distribution manager, packer, boat builder, aerospace technician, automotive body repairer





Cluster title:

Resource(s) used:

<b>occupation</b>	<b>description</b>	<b>acceptable</b>	
		<b>YES</b>	<b>NO</b>
<b>title</b>			
<b>primary tasks</b>			
<b>salary</b>			
<b>education level</b>			
<b>responsibility: individual/team</b>			
<b>primary industries</b>			
<b>product/service</b>			
<b>work setting</b>			
<b>growth</b>			
<b>total scores</b>			



1. Which of your interests does this occupation meet?
2. Which of your abilities does this occupation utilize?
3. What needs and wants does this occupation fill?
4. What do you like most about this occupation?
5. When you consider this occupation, is there anything you may find difficult, anything you dislike, or anything that worries you?
6. What would you guess to be an employer's primary expectations for this occupation?  
Can you meet them?
7. What kinds of people do you think might be attracted to this occupation? Are they the kinds of coworkers you would like to work with?
8. Based on your answers above, is this occupation a potential employment goal for you?

**YES**

**NO**

## Activity 15:

# summary of interests, abilities, wants, and needs

**Name:** \_\_\_\_\_ **Period:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Instructions

Using your answers to earlier activities, please complete the following.

#### Activity 1: **coding interests**

From this activity, enter your top two interests.

- 1.
- 2.

#### Activity 2: **abilities**

From this activity, enter your top 2–4 abilities.

- 1.
- 2.
- 3.
- 4.

#### Activity 3: **needs and wants**

From this activity, enter your top two career needs and wants.

- 1.
- 2.

#### Activity 4: **What you want in a coworker**

From this activity, enter the top characteristic desired.

- 1.

#### Activity 5: **What you want in a boss**

From this activity, enter the top characteristic desired.

- 1.

You've now created a summary that you can match with the information collected on each potential occupation you see as a future option!

# Activity 16:

# evaluation matrix

**Name:** \_\_\_\_\_ **Period:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Use the following table along with your summary of interests, abilities, and needs, and wants (Activity 15)

### Instructions

1. In the chart below, enter the title of each potential occupation you identified from Activity 15.
2. Then place a check along the same line if you think the occupation will use an interest or ability, or will meet a need or want.
3. Explain why you believe these standards may be met. When you're thinking about your answers, keep in mind how your boss or coworkers may contribute to meeting these standards.

occupation	interests		abilities				needs/wants		total
	1	2	1	2	3	4	1	2	



Please indicate with an star which of these occupations seem most likely to attract a boss and coworkers with the characteristics you most desire. Explain your reasoning below.



For the occupations you've selected as potential employment goals, please indicate the expected level of education that will be required for each, and indicate whether the level of education required represents for you a plus or a minus.

occupation	interests	abilities

## Activity 17:

# ranking potential occupations

**Name:** \_\_\_\_\_ **Period:** \_\_\_\_\_ **Date:** \_\_\_\_\_

You've now evaluated all those occupations that you consider potential employment goals. This is based on:

- the quality of information you collected on each occupation
- the extent to which each of these occupations meets your interests, abilities, needs, and wants
- whether you think they will attract the kind of boss and coworkers you desire
- whether you find the level of education required a positive or a negative

### Instructions

Below, please list the top five occupations you've selected as potential occupations, and put them in order of preference.

To do this, you'll have to decide whether things such as salary and work setting outweigh interests and needs, whether the level of education or training you need will allow you to have the boss and coworkers you expect to find, or whether being able to do the tasks involved is the most important issue of all.

1.

2.

3.

4.

5.

## Activity 18:

## addressing concerns

**Name:** \_\_\_\_\_ **Period:** \_\_\_\_\_ **Date:** \_\_\_\_\_

To identify and address potential concerns, you need to do the following:

1. Review the five potential occupations you've ranked as your top choices.
2. Consider what possible challenges might be related to each. Write these potential challenges down.
3. Determine whether the potential challenges are related to a single occupation only or appear to have a general effect on all your choices.
4. Try to determine whether the challenges you've identified are real. If so, learn about possible options for dealing with the challenges. You'll probably find it most helpful to talk to a counselor and other adults about the challenges you may face.
5. Once you know that a concern is real and you've learned about your options for dealing with it, write down your strategy. First identify your goal, then describe the steps you'll take to get there. Finally, identify the people or resources that can help you achieve your goal.
6. Review your strategy with people you've already talked with, and make any changes that are needed.
7. Before implementing your plan, identify some alternate strategies you can pursue if your first strategy runs into difficulty.

You may want to start your conversation with your guidance counselor, teachers, and parents. Your strategic outline should cover:

- I.** Occupational goal (why you chose it)
- II.** Definition or description of concern
- III.** Strategy
  - A.** Actions required
  - B.** Resources
  - C.** Supportive adults
- IV.** Plan of action
  - A.** Steps to be taken in what sequence
  - B.** When
  - C.** With or by whom
- V.** Alternatives

## Activity 19:

# my personal profile

**Name:** \_\_\_\_\_ **Period:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Your personal profile is like a résumé, except that it's primarily for your own use. You don't need to show it to anyone unless you choose to do so. Your personal profile could look like the following.

Note: Try to date all your documents so you can know when they were filled out or last changed!

### **My Personal Profile**

**important interests:** Use Activity 1.

**important abilities:** Use Activity 2.

**career needs and wants:** Use Activity 3.

**what I want most want in a coworker:** Use Activity 4.

**what I most want in a boss:** Use Activity 5.

**career directions I'm considering:** May be stated as alternatives using career clusters selected.

**my first choice:**

**occupations I'm considering:** Use Activity 14.

**my first choice:**

**educational goals I'm considering:** Use Activity 20.

**my first choice:**

**concerns related to reaching my goals:**

**strategies for dealing with my concerns:**

**primary helpers I've identified:**



# Activity 20:

# high school education plan

**Name:** \_\_\_\_\_ **Period:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Purpose:** To create an educational plan that will make it possible to achieve your career goal

## Instructions

- You'll need to do additional research (start with the Get More Information page at <http://cte.ed.gov/acrn/cdmt/act/infosource.htm>). Also, work with your school counselor to find out what courses are offered at your high school and what courses, activities, and experience you'll need in order to pursue your chosen career.
- Include the specific name of the class, for example, Algebra I, Algebra II, Geometry, or Calculus. Also, work with your school counselor to indicate what classes are required, what classes are elective, and what your options are for supplemental activities.
- Check with your school counselor to see if these classes are offered at your school.

## Career goal

### What level of study or training do you need after high school?

Examples: on-the-job training, vocational/technical education, two- or four-year college, post-college education and training, apprenticeship. You may need to do some research or talk to your school counselor about the level of education required for your chosen career.

types of classes	9th grade	10th grade	11th grade	12th grade
<b>English classes</b> <ul style="list-style-type: none"><li>• name of class</li><li>• offered at my school?</li></ul>				
<b>math classes</b> <ul style="list-style-type: none"><li>• name of class</li><li>• offered at my school?</li></ul>				
<b>science classes</b> <ul style="list-style-type: none"><li>• name of class</li><li>• offered at my school?</li></ul>				



types of classes	9th grade	10th grade	11th grade	12th grade
<p><b>physical education/health</b></p> <ul style="list-style-type: none"> <li>• name of class</li> <li>• offered at my school?</li> </ul>				
<p><b>social sciences/humanities</b></p> <ul style="list-style-type: none"> <li>• name of class</li> <li>• offered at my school?</li> </ul>				
<p><b>art</b></p> <ul style="list-style-type: none"> <li>• name of class</li> <li>• offered at my school?</li> </ul>				
<p><b>technical specialties</b></p> <ul style="list-style-type: none"> <li>• name of class</li> <li>• offered at my school?</li> </ul>				
<p><b>part-time jobs or internships</b></p> <ul style="list-style-type: none"> <li>• Available through my school or in my community?</li> </ul>				
<p><b>community service/volunteer work</b></p> <ul style="list-style-type: none"> <li>• Available through my school or in my community?</li> </ul>				
<p><b>extracurricular activities</b> (sports, drama productions, interest clubs, etc.)</p> <ul style="list-style-type: none"> <li>• Available through my school or in my community?</li> </ul>				