

# ELEMENTARY CAREER STUDIES

## Teacher Notes

Elementary career studies emphasize career awareness and exploration – not career choice. Career exploration at the elementary school level should allow children to become more self-aware of their skills, abilities and interests and how those traits relate to future career goals. Integrating career conversations across the curriculum allows students to connect the classroom to the real world. The goal of elementary career studies is to provide:

- equal access to career exploration
- opportunities to explore interests, abilities, values and goals
- develop the mindset that learning is lifelong for any career they pursue

### CAREER EXPLORATION CONTINUUM

#### PRIMARY GRADES

Students in kindergarten and 1st grade should be introduced to careers in their community. Students in the 2nd and 3rd grade can understand the similarities and differences between groups of careers making this an ideal time to introduce the [sixteen \(16\) career clusters](#). This organizational framework is important to future career development and understanding future career pathways. INTERMEDIATE GRADES

Rather than focusing on a career, students in the 4th and 5th grades should begin the process of self-discovery through exploring the knowledge, skills and working environments common to careers within the 16 clusters. The resource within this document, “Dig Deeper,” provides sample tasks that allow students to explore those skills and knowledge. The resource, “Is a Career in (*cluster*) for Me?” guides students to reflect to determine their interest in this cluster.

### USING THIS DOCUMENT

These activities do not constitute a curriculum, rather they provide a variety of activities to be used within the context of a career studies program that spans K-5. Resources progress by grade level from kindergarten to 5th grade and may be modified to meet student needs. For each cluster, instructional routines may include:

- **Engage** students through videos, online activities, guest speakers or hands on activities
- **Explore** by using texts from the cluster book list as read alouds or part of the classroom library
- **Extend** learning by using resources from this document in learning centers, individual work or group projects

### ACKNOWLEDGEMENTS

Special thanks is given to the [Delaware Career Resource Network](#) and the [Labor Market and Career Information \(LMCI\) department of the Texas Workforce Commission](#) for granting permission to revise and include their resources in this document.

# BUSINESS MANAGEMENT & ADMINISTRATION

## Teacher Resource

**Note:** Careers in Business Management & Administration are divided into pathways. Listed below are some of the careers found in each pathway and range from entry level to those that require post-secondary training, certificates and/or degrees. This list serves only to build educator background knowledge. Students are not introduced to career pathways until the 6th – 8th grade band.

### General Management

People with careers in this pathway plan, organize, direct, and evaluate all or part of a business organization including finances, employees and material resources.

- Advertising Salesperson
- Medical Transcriptionist
- Office Manager
- Wholesale Buyer

### Business Information Management

Business Information Management is an umbrella term for careers that use information technology to support or run a business.

- Customer Service Representative
- Database Analyst
- E-Business Specialist
- Network Administrator

### Human Resources Management

Human Resources specialists focus on staffing activities that involve planning, recruitment, selection, orientation, training, performance appraisal, compensation, and safety of employees.

- Corporate Trainer
- Human Resources Manager
- Occupational Analyst
- Payroll Manager

### Operations Management

Individuals in this pathway ensure a business has the necessary resources at the right time. They plan, organize, coordinate and control the supplies needed to produce/provide a business's goods and/or services.

- Facilities Manager
- Inventory Manager
- Order Processor

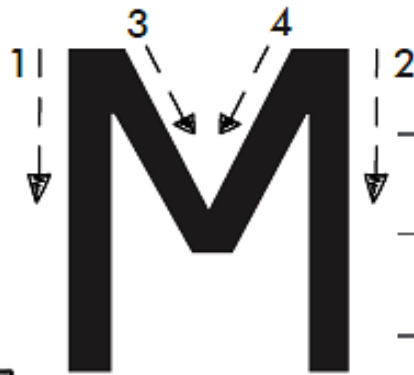
### Administrative Support

Administrative support specialists assist business operations through a variety of administrative and clerical duties. They manage information and communication, coordinate schedules and track projects completion.

- Administrative Assistant
- Court Reporter
- Dispatcher
- Paralegal

# Alphabet Letter Printing Worksheet

Practice writing each upper case and lower case letter on the lines below as shown on the sample letters. Then write the name of the occupation.



\_\_\_\_\_

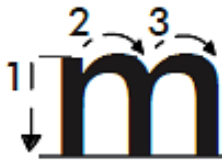
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**manager**

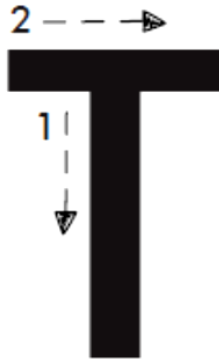
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# Alphabet Letter Printing Worksheet

Practice writing each upper case and lower case letter on the lines below as shown on the sample letters. Then write the name of the occupation.



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\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_



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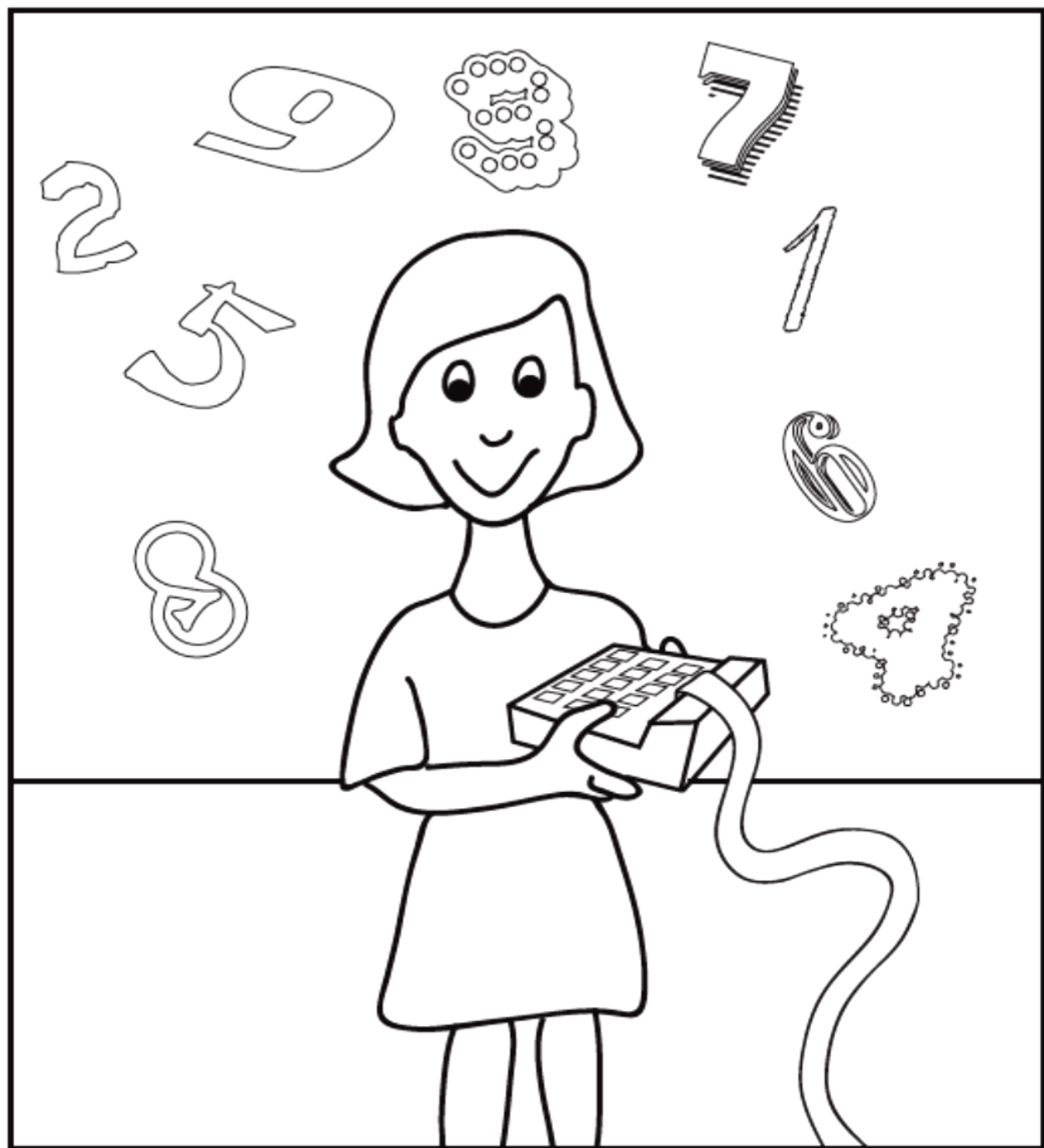
Telemarketer

\_\_\_\_\_

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\_\_\_\_\_

# BUSINESS



## ACCOUNTANT

Accountants like to work with numbers. They help businesses and families manage their money and pay their taxes.

# BANK TELLER



Bank tellers cash checks, deposit money, and collect loan payments. They work on computers and use machines that count money.

# CASHIER



Cashiers work in stores and take money from customers purchasing items or services. They also help customers find things in stores.

## MONEY COUNTING ACTIVITY

Count the coins in the piggy bank. Write the total amount on the line below.

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_



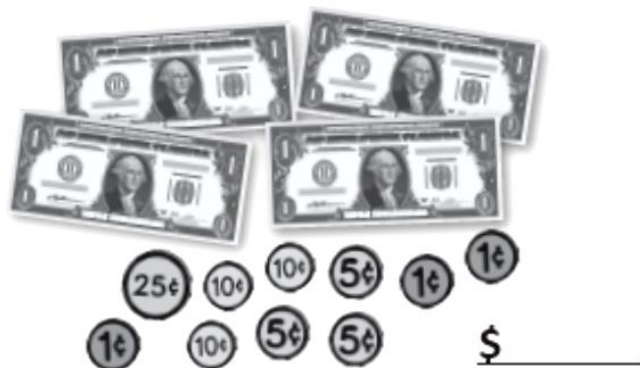
**Bonus Question:** Mary's grocery total came to \$1.76, does she have enough money to pay the bill?



# COUNTING MONEY ACTIVITY







Count the total amount in each group and write it on the line.

\$16.28  
□ □  
dollars cents



# BUSINESS DAILY PLANNER

Business professionals often use daily planners to remind them of important events and meetings. What would your daily planner look like?

Clock	Write the time here.	What are you usually doing at this time?
	___ : ___ am	_____ _____
	___ : ___ am	_____ _____
	___ : ___ am	_____ _____
	___ : ___ pm	_____ _____
	___ : ___ pm	_____ _____
	___ : ___ pm	_____ _____





### Sample Careers

1. Mail Clerk
2. Receptionist
3. Accountant
4. Human Resources Administrator
5. \_\_\_\_\_

Can you think of another?

Careers in the Business, Management & Administration cluster help to run businesses smoothly. People in these occupations can work with math, grammar, money, people and computers. They work to connect business people and provide services that help make businesses successful. They may work in banks, insurance offices or just about ANY business you can think of. You can be a bookkeeper, stock clerk, purchasing agent or manager and be in this career cluster.





Name \_\_\_\_\_

**Draw a picture of someone working in a business.** |

A large, empty rectangular box with a black border, intended for a drawing of someone working in a business.

**What does the business sell or what service do they provide?**

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**Would you like to do this type of work? Explain why or why not.**

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# BUSINESS MANAGEMENT AND ADMINISTRATION

R	E	C	R	U	I	T	E	R	E	R	E	R	T
P	A	Y	R	O	L	L	M	A	N	A	G	E	R
P	R	E	H	P	A	R	G	O	N	E	T	S	R
R	R	E	G	A	N	A	M	E	C	I	F	F	O
T	R	D	I	S	P	A	T	C	H	E	R	C	E
L	A	R	T	I	Y	E	M	A	O	F	A	G	T
R	E	C	E	P	T	I	O	N	I	S	T	I	R
L	R	E	T	E	K	R	A	M	E	L	E	T	R
E	O	P	O	R	A	A	O	A	O	R	R	L	Y
S	A	F	E	T	Y	D	I	R	E	C	T	O	R
R	A	P	R	O	T	I	D	U	A	E	R	P	O
R	E	T	A	I	L	B	U	Y	E	R	O	P	I
E	A	B	O	O	K	K	E	E	P	E	R	R	C
I	P	A	R	A	L	E	G	A	L	C	E	R	K

OFFICE MANAGER  
RECEPTIONIST  
AUDITOR  
PARALEGAL  
BOOKKEEPER  
TELEMARKETER

STENOGRAPHER  
DISPATCHER  
RETAIL BUYER  
RECRUITER  
SAFETY DIRECTOR  
PAYROLL MANAGER

Play online at: <http://bit.ly/35srmHD>

## DIG DEEPER

**Note:** These tasks serve only to generate ideas and connect real world activities to academic content. **Exploratory Tasks** may be teacher led through a class project, demonstration or assignment. **Extension Tasks** may be modified to align with ELA, math, science or social studies content through writing, determining/comparing costs, human impact, etc.

Exploratory Tasks	Extension Tasks
Become a class or club officer.	Create an infographic illustrating the role of club officers, e.g., president, secretary, etc.
Work with a team to manage a canned food drive.	Create a flyer to persuade students and staff to donate.
Plan a school event.	Write a project summary including, goals of the event, timeline, costs, individual roles and responsibilities, etc.
Lead a group to finish a class project/assignment on time.	Create a timeline showing roles, duties and deadline to complete a class project.
Visit a manager/owner of a small business to discuss characteristics of an excellent employee.	Create a video collage to share your information.
Identify an area of growth such as math, science, sports, music, etc. Write a SMART goal to guide improvement.	Create an improvement plan that includes a timeline and actions to be taken.

## Is a Career in Business, Management and Administration for Me?

Would you be interested in a career in the Business, Management and Administration cluster? Below are knowledge and skill statements related to the careers in this cluster. Read each statement. Decide if this describes you by checking the Yes, No or Maybe box.

THINGS I LIKE TO DO	YES	NO	MAYBE
Perform routine, organized activities but I can be flexible			
Work with numbers and detailed information			
Be the leader in a group			
Help people to solve problems			
Work with computer programs			
Create reports and communicate ideas			
Plan my work and follow instructions without close supervision			
PERSONAL QUALITIES THAT DESCRIBE ME	YES	NO	MAYBE
Organized			
Practical and logical			
Patient			
Tactful			
Responsible			
SCHOOL SUBJECTS THAT INTEREST ME	YES	NO	MAYBE
Computer applications			
Math			
English			

**Did you check YES most often?** If so, continue to explore careers and opportunities in this cluster. And don't forget to focus on your math and science classes to build the academic skills you need for these careers.

**Did you check NO most often?** If so, don't worry. There are hundreds of jobs to explore in the other 15 career clusters.

**Did you check MAYBE most often?** If so, continue to explore this cluster as well as investigating how your skills and interests may be a good match in other clusters.