



BUSINESS MANAGEMENT
 LAP 3—Chapter 3
 Careers In Management

Name _____
 Period _____
 Date Started _____
 Date Completed _____

DoDEA Standards

- ◆PT5a Apply knowledge gained from individual assessment to a comprehensive set of goals and individual career path.
- ◆PT5b Develop career awareness and related skills to enable them to make viable career choices and become employable in a variety of careers

Objectives

- ◆ Explain the difference between a job and a career.
- ◆ Discuss how personal characteristics, values, and lifestyle goals influence career decisions.
- ◆ Set career goals.
- ◆ Research the management job market.
- ◆ Write a resume and cover letter for a job.

Resource Text: Business Management
 Student Workbook and materials for above
 Chapter 3, Careers in Management

Time Frame 9 hours

Introduction

In Chapter 3, you will learn why your personal characteristics and strengths are important in deciding on a career, how to assess your abilities, personality, learning style, values, and lifestyle goals, how to match your personal strengths and characteristics with career options, how to research career fields and develop a plan to achieve your career goals, the kinds of management careers available, the difference between “for profit” businesses and “nonprofit” organizations, and how to write a resume and cover letter.

Assignments

Where appropriate and possible, written answers must be in complete sentences and keyed. Turn in completed activities as directed by instructor.

_____ Text: Read p. 53, Management Talk, and the workplace connections section and complete the questions for Analyzing Management Skills and Applying Management Skills on a separate sheet of paper.

_____ Text: Read Section 3.1, pages 54-65, Exploring Careers.

_____ Text: Management Careers in Focus (Manager of Computer Services), p 60. Read and key answers to critical thinking question.

- _____ Text: p. 65, Section 3.1 Assessment: Key answers to critical thinking questions and case analysis.
- _____ Text: Read Section 3.2, pages 66-75, Types of Management Careers. Remember to key answers to the BusinessWeek Management Model critical thinking and decision making on page 69. Note the examples of resumes and the cover letters.
- _____ Text: Section 3.2 Assessment, p. 75. Key answers to critical thinking questions and the case analysis.
- _____ Workbook: Complete Chapter 3, pages 29 through 32 and page 36-37.
- _____ Internet Extension (Avoid the Slush Pile) pages 25-26: Reminder: All DoDEA and School Internet Contract Rules apply to all assignments done on the Internet. Complete all questions.
- _____ Text: Chapter 3 Assessment, p. 77, Key a short paragraph only on the different options discussed the “language arts” instruction instead of what is asked in the text.
- _____ Internet Text Activity: BusinessWeek Online, page 77. Complete as directed. Print the summary of the article you chose making sure you reference the article, date, and exact title. (You will not be presenting to the class).
- _____ Workbook: Complete Chapter 3 Spreadsheet Application, pages 41-43. Follow directions carefully and fill in your interpretation of your results and conclusions.
- _____ Workbook: Chapter 3 Self-Assessment: Using the text, complete self-assessment, pages 38-39-40.
- _____ **See the instructor for the Chapter 3 Test.**

Self Assessment - “I/I can . . . “

- _____ Explain the difference between a job and a career.
- _____ Discuss how personal characteristics, values, and lifestyle goals influence career decisions.
- _____ Set career goals.
- _____ Research the management job market.
- _____ Write a resume and cover letter for a job.