



## warm-up: definitely, maybe, and no way!

A **career cluster** is a group of careers related by the type of educational background or skills required, the type of work done, or the setting in which the work is completed. Read the descriptions of the career clusters below. Then decide which you think would best fit your interests and why. Also share your second choice, and finally, tell which career cluster you would never choose for yourself, and why.

### **Agriculture, Food, and Natural Resources**

*Producing, processing, marketing, distributing, financing, and developing agricultural commodities and resources, including food, natural resources, and other plant and animal products*

### **Architecture and Construction**

*Designing, planning, managing, building, and maintaining the built environment including buildings, parks, roads, bridges, and other structures*

### **Arts, Audio-Video Technology, and Communications**

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

### **Business, Management, and Administration**

*Planning, organizing, directing, and evaluating business functions including budgeting, hiring and firing, project planning, and accounting*

### **Education and Training**

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

### **Finance**

*Planning and providing services for financial and investment planning, banking, insurance, and businesses*

### **Government and Public Administration**

*Planning and executing governmental laws and initiatives including national security, foreign service, planning, taxation, regulation, and management and administration at the local, state, and federal levels*

### **Health Science**

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

### **Hospitality and Tourism**

*Managing, marketing, and operating restaurants and other food services, hotels, attractions, recreation events, and travel-related services*

### **Human Services**

*Meeting social and individual needs by remediating problems, connecting people to resources and support services, and otherwise assisting people in need.*

### **Information Technology**

*Designing, developing, supporting, and managing computer hardware, software, multimedia, websites, and system integration services*

### **Law, Public Safety, Corrections, and Security**

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

### **Manufacturing**

*Planning, managing, and performing the processing of materials into intermediate or final products, including production planning, maintenance, and manufacturing/process engineering*

### **Marketing, Sales, and Service**

*Planning, managing, and performing marketing activities including advertising, sales, public relations, social media, and branding*

### **Science, Technology, Engineering, and Mathematics**

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

### **Transportation, Distribution, and Logistics**

*Planning, managing, and moving people, materials, and goods by road, pipeline, air, rail, and water, including transportation infrastructure planning and management, logistics services, mobile equipment, and facility maintenance*

**STEP 1:** Discuss how education and training open doors to career path flexibility.

**DEFINITELY!** My #1 choice is \_\_\_\_\_ because:

**MAYBE.** I might like \_\_\_\_\_ because:

**NO WAY!** I would never choose \_\_\_\_\_ because:

**STUDENT HANDOUT**

**COLLEGE CAREER CONNECTION**

What is the relationship between the level of education you have and the number of career choices you have? Between your level of education and your earning potential? How does education open doors and improve your ability to meet your ultimate goals?

**THINK IT THROUGH**  
 Imagine you were interested in a career within the Business, Management, and Administration cluster. Explore your job and salary options, based on different levels of education available to you. Explore the job and salary options at each education level.

**education opens doors**

Choosing a career cluster that interests you is a great first step to identifying a **career path** and creating a **postsecondary plan**.

**What If?**

*Career Options in the Business, Management, and Administration Cluster*

What If ...	How many total career options do you have?	What is the highest annual salary you could make?	How many years would it take you to make \$1 million?
... you don't graduate high school?			
... you graduate high school?			
... you earn an Associate degree?			
... you earn a Bachelor's degree?			
... you earn a Master's degree or a PhD?			

Many people aspire to be Entrepreneurs or Influencers, which can be lucrative careers if you hit it big. But most won't ever make enough money for it to be anything but a side hustle. People underestimate the skills, time, education, and dedication it takes to create content and/or a small business.

## careers in business, management, and administration

### Minimum Education Level Required:

**Master's Degree** (2 years of graduate study at a university)

Chief Executive Officer	\$189,520/year	Designs company policies and provides overall direction to an organization.
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### Minimum Education Level Required:

**Bachelor's Degree** (4 years of undergraduate study at a college or university)

Human Resources Manager	\$130,000/year	Manages payroll, health care, hiring, and firing at a large company.
Public Relationship Manager	\$129,430/year	Plan, direct, or coordinate activities designed to create or maintain a favorable public image for their organization or client
Agent/Manager of Artists or Performers	\$82,730/year	Works with clients to develop strategies for their careers, and to explain actions taken on their behalf.
Accountant	\$78,000/year	Prepares and examines accounting records and financial statements.
Employee Training Specialist	\$63,080/year	Trains and teaches employees of a company how to better do their jobs.

### Minimum Education Level Required:

**Associate Degree or Certification Program** (1-2 years of undergraduate study at a college, university, community college, or trade/technical school)

Court Reporter	\$63,560/year	Record verbatim proceedings of courts and legislative assemblies.
Paralegal or Legal Secretary	\$59,200/year	Same duties as a Secretary, but deals with complex legal research and terminology on a daily basis.

### Minimum Education Level Required:

**High School Diploma** (4 years of high school or GED)

Human Resources Assistant	\$45,930/year	Assists the Human Resources Manager with duties as assigned.
Customer Service Representative	\$37,780/year	Handles customer orders over the phone or in person, deals with complaints and problems.
Secretary	\$41,000/year	Performs general office duties including answering phones, filing, and greeting guests.

### Minimum Education Level Required:

**None** (No diploma or GED required)

Messenger/Courier	\$35,280/year	Delivers mail and packages to individuals and organizations.
Janitor	\$31,990/year	Cleans and maintains building facilities.

**STEP 2:** Define **career cluster, career path,** and **postsecondary plan.**

## what is a career path?

A **career path** is the road you follow toward meeting your ultimate goal of success and self-fulfillment. Career paths are not always straight and narrow. Compare the examples which follow. Most people nowadays don't stay in the same job for their whole lives. Instead, they develop skills through two different types of education — formal and informal. This education opens doors and makes it possible for you to take advantage of opportunities that come your way.

- **Formal education** takes place at a training program, community college, or university
- **Informal education** takes place in the world — on the job, at an internship, or in the community

Both types of education can be valuable to you as you navigate through a career path. Career paths are not always straight and narrow. Compare the example career paths which follow.

## Jim Johnson, Chef



**AGE:** 27

**ANNUAL SALARY:**  
\$67,000/year

### **CURRENT POSITION:** *Sous-Chef*

Taste Gastro Pub

### **JIM'S CAREER PATH**

"My mother is an amazing cook. When I was a kid, I'd stand right next to her in the kitchen and watch her work. I started working in restaurants when I was 12 as a bus boy, moving up to dishwasher and later, a line cook. In high school, I got accepted into a vocational program which taught me the basics of how to chop, fry, and sauté. After graduation, I decided to pursue cooking seriously, so I went to the Culinary Institute of America, where I earned my BS in Food Science and Nutrition. I came to St. Louis at 22 and started working at some pretty fancy restaurants. I was a long way from my mother's kitchen back home! I needed to reconnect with food, so I took 6 months off and traveled around Italy and Spain, learning about their cuisine. When I came back, I took a job as sous-chef at Taste, a restaurant that makes my kind of food — simple but perfect. As sous-chef, I am the Executive Chef's #2 man. I do anything and everything to make sure his vision gets on the plate every night, as perfectly as possible."

### **NEXT STEPS**

"This job is great, but someday soon I'd like to open my own restaurant, where I can be my own boss and create my own menu all by myself. I'd like to name it Lucille, after my mom."



## COLLEGE CAREER CONNECTION

- A **career path** is the road you follow toward meeting your ultimate career goals of success and self-fulfillment.
- Your **postsecondary plan** is an outline of your educational and career goals after high school graduation which will lead you down a career path.
- A **career** is a job or occupation which requires training or experience, and which you choose based on your interests and ultimate goals.
- A **job** is any work you do in exchange for money, which may or may not require training and may not be on your career path.

## Traci Lopez, Small Business Owner



**AGE:** 37

**ANNUAL SALARY:**  
none yet!

**CURRENT POSITION:** *Owner and Operator*

Knitter Quitter Yarn Store

**TRACY'S CAREER PATH**

"I've always been into art and crafts, but my parents really wanted me to have a stable career, so, instead of going to art school, I went to the big state university and got a B.A. in history with a minor in economics. After college, I went to work for a company that bought used textbooks and sold them to college students for a profit. I helped them design a plan for a website that ended up being a huge success! I was enjoying my job, but decided to also study for a Master's of Business Administration (an MBA) at night, so I'd have more options later. I worked for a few more years as a VP, but I started to realize that I just wasn't happy with what I was doing. I hadn't done anything creative in years, and I really couldn't have cared less about used textbooks. The only fun part about my day was when I came home at night and worked on a sweater I was knitting. And then I looked around and saw that EVERYONE I knew was knitting! I realized that I could do something creative and make money, so I quit my job and opened a yarn store in my neighborhood. I used what I had learned at my company and through my education to make the store successful. I'm so much happier sitting in my shop and chatting with customers than I had been working at my old company."

**NEXT STEPS**

"Luckily I had some money saved from my old job so I could open the store, but even though I get a lot of customers, the store is not profitable yet. This means I haven't made enough money to cover my expenses. Once the store starts to turn a profit, I might consider selling it and going back to corporate life, but I doubt it! If the store is really successful, I might open another location, or I might start an e-business. The future is wide open!"

## Larry Doggerel, Computer Programmer



**AGE:** 29

**ANNUAL SALARY:**  
\$210,000/year

**CURRENT POSITION:** *Senior Web Developer*

PopUp Design Studios

**LARRY'S CAREER PATH**

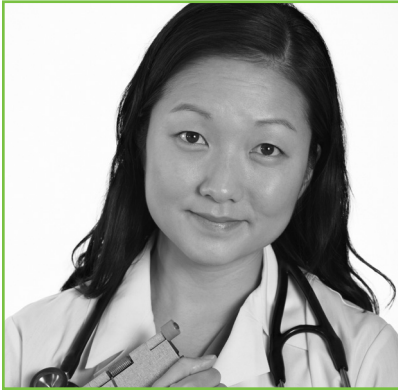
"I've always been a big technology nerd. It all started when my parents bought us a Nintendo for Christmas one year. In high school, I was a huge gamer and I started getting into programming by learning simple languages like C++ and html. I spent four years at the University of Michigan studying Computer Science. In my junior year, my friends and I built a really cool program which earned us a prize from Microsoft. After I graduated with my BS in Computer Science, I did an internship at Apple. That internship led to a job with an internet start-up company. I worked there for 5 years, gaining experience and learning about the industry. I left my job at the start-up to join my current company, where I not only write code all day but I also get to manage other programmers and contribute to the company's vision."

**NEXT STEPS**

"My job is fun right now, but my dream is to someday start my own company where I can be my own boss and hire the people I want to work with. In a few years, I'd like to come up with a great idea, like Google or Facebook, and build a company around it. Then I can retire when I'm 35 as a millionaire! If that doesn't happen, I'll probably try to move up in my current company and become a Vice President or a CEO someday."



## Dr. Hannah Liu, Pediatrician



**AGE:** 40

**ANNUAL SALARY:**  
\$108,000/year

**CURRENT POSITION:** *Director of Pediatric Services*

New York College Teaching Hospital

### DR. LIU'S CAREER PATH

"I went to Skidmore College and majored in biology and Latin American studies. After college, I decided to spend a couple years teaching bilingual students in a high-needs school. After teaching, I realized that I wanted to go to medical school, so I spent a year working part-time as a waitress while studying for the MCAT, which is a special test that potential doctors must take. I got accepted to Brown University and spent four years in medical school there, learning the basics of anatomy, physiology, and what it means to be a doctor. My experience as a teacher taught me that I really loved working with kids, so I decided to specialize in Pediatrics. After medical school, I did my three-year required residency program in New York City at Columbia University Hospital. In my residency I learned the specifics of pediatric medicine and finally started treating patients. After residency, I was hired as a staff pediatrician at a local hospital. I worked there for seven years before I moved into my current position as a director. As a director, not only do I treat sick kids, but I also manage the other pediatricians and nurses on the pediatric floor of the hospital."

### NEXT STEPS

"I really enjoy being a director, so I think I will stay in the position for a few years. If I feel like I enjoy working at a hospital, I might decide to look for a position as a hospital administrator, where I wouldn't see patients anymore but just work to make the hospital run better. But, if I decide I don't like being a manager, I might decide to leave the hospital and start my own private practice, where I can see patients out of an office I run myself. Either way, I hope to keep making a big difference in the lives of the children I treat."

## Katie Smith, Veterinary Assistant



**AGE:** 24

**ANNUAL SALARY:**  
\$32,000/year

**CURRENT POSITION:** *Full-time Vet Tech*

Sunny Valley Animal Hospital

### KATIE'S CAREER PATH

"Growing up, I always really loved animals. In high school, I took a lot of science courses and volunteered at the local Humane Society. After high school, I decided to go to the local community college, where I completed my Associate degree in Veterinary Medicine. Once I finished my degree, I got a part-time job working at the front desk of a vet's office, answering phones. I wasn't allowed to start seeing patients until I passed the state licensing exam, which was very difficult. I studied for a year and passed with a great score! Ever since then, I've been working as a Vet Tech, assisting the doctor with patients and helping people keep their animals healthy. I love it!"

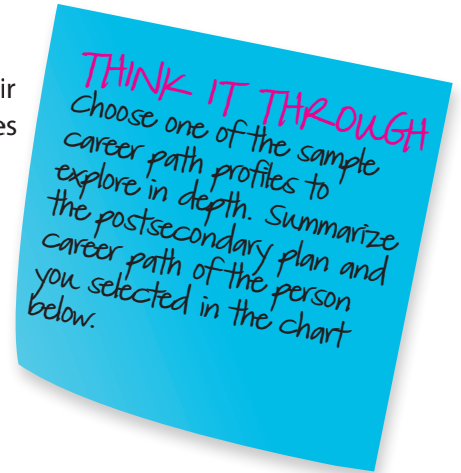
### NEXT STEPS

"I really like being a veterinary technician, but I would love to be a vet someday. I just started taking classes at Eastern Michigan University. I'm working on my BS in Biology. Once I finish that (it will take a while since I'm working full-time), I will apply to veterinary school. I know it will take a long time to reach my dreams, but I won't give up!"

**STEP 3:** Discuss the advantages of having a flexible career path.

## evaluating career paths

Everyone creates their own career paths based on their ultimate goals and their personal definition of success. By creating a postsecondary plan which includes formal and informal education and training, you create a successful career path, full of exciting options for different jobs, salaries, and experiences.



### Identify Your Profile's Background and Goals

Name: \_\_\_\_\_

What was their ultimate goal when they were in high school?  
\_\_\_\_\_  
\_\_\_\_\_

What did they do before graduation to prepare themselves for their career path?  
\_\_\_\_\_  
\_\_\_\_\_

Did your person's ultimate goal change along their career path, or did they reach their goal?  
\_\_\_\_\_

### Summarize Your Profile's Postsecondary Plan

Which Career Cluster did this person choose?

Step 1: \_\_\_\_\_

Circle One:    Formal        Informal

WHEN: \_\_\_\_\_

Step 2: \_\_\_\_\_

Circle One:    Formal        Informal

WHEN: \_\_\_\_\_

Step 3: \_\_\_\_\_

Circle One:    Formal        Informal

WHEN: \_\_\_\_\_

Step 4: \_\_\_\_\_

Circle One:    Formal        Informal

WHEN: \_\_\_\_\_

Step 5: \_\_\_\_\_

Circle One:    Formal        Informal

WHEN: \_\_\_\_\_

### Evaluate Your Profile's Career Path

What does this person plan to do in the future to continue along their career path?  
\_\_\_\_\_  
\_\_\_\_\_

Do you think this person is successful, or will be successful, in meeting his/her ultimate goals? Why or why not?  
\_\_\_\_\_  
\_\_\_\_\_

**STEP 4:** Identify the elements of a successful postsecondary plan.

## qualities of successful career paths

Every working adult is on a career path, whether they know it or not. However, not everyone's career path makes them happy, makes them feel fulfilled, allows them choices and options, or helps them meet their ultimate goals. What makes a career path successful or unsuccessful?



How do you know a career path is "successful"?

### TALK IT OUT

Share your evaluation of your profile's career path with your classmates and discuss: What do they have in common? How are they different? See if you can identify some of the qualities which make for the most fulfilling, successful career paths.

## which career path is right for me?

The first step to determining which career path to follow is to identify your interests, strengths, values, and goals. Think back to the Personal Mission Statement you created in Lesson 1. What is your ultimate goal in life?



My ultimate goal in life is:

Keep your Personal Mission Statement in mind as you take inventory of your interests and strengths.

## BIG IDEA

No matter what you think you want to be today, your career path will probably take twists and turns along the way. By creating a **postsecondary plan**, you will outline the steps you need to take after high school to maximize your chances for success in your chosen career path.



**STEP 5:** Identify a career path based on personal interests and strengths using various online tools.

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After researching careers, my top two interest areas are:

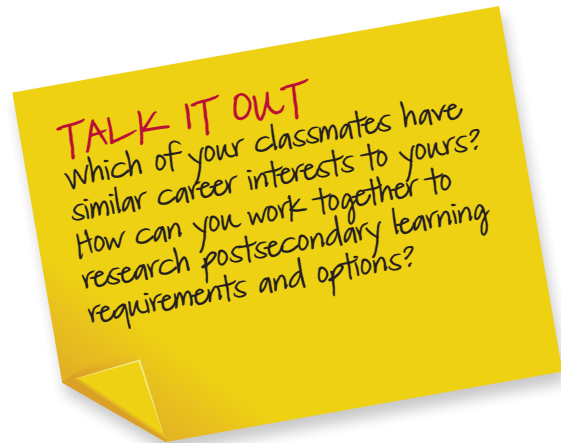
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I agree/disagree with these because:

Using various online tools research a list of careers that may match your interests

Research two or three careers in which you are interested. In your PeerForward binder, journal, or on a piece of paper, do a comparison analysis that will include the following: degree requirements, salary, similarities and differences, and what surprised or intrigued you and tell why.

Finally, compare the careers you've written down **look for similarities and differences**. Read through your careers and fill in the Career Interests chart with the information required.



 My Career Interests

Career	Career Cluster	Skills Needed (top 3)	What to Learn (educational requirements)	Annual Salary	Interested?
			<input type="checkbox"/> HS <input type="checkbox"/> AS <input type="checkbox"/> BA/BS <input type="checkbox"/> MA/MS <input type="checkbox"/> PhD, JD, MD OTHER:		<input type="checkbox"/> Definitely! <input type="checkbox"/> Maybe. <input type="checkbox"/> No way.
			<input type="checkbox"/> HS <input type="checkbox"/> AS <input type="checkbox"/> BA/BS <input type="checkbox"/> MA/MS <input type="checkbox"/> PhD, JD, MD OTHER:		<input type="checkbox"/> Definitely! <input type="checkbox"/> Maybe. <input type="checkbox"/> No way.
			<input type="checkbox"/> HS <input type="checkbox"/> AS <input type="checkbox"/> BA/BS <input type="checkbox"/> MA/MS <input type="checkbox"/> PhD, JD, MD OTHER:		<input type="checkbox"/> Definitely! <input type="checkbox"/> Maybe. <input type="checkbox"/> No way.
			<input type="checkbox"/> HS <input type="checkbox"/> AS <input type="checkbox"/> BA/BS <input type="checkbox"/> MA/MS <input type="checkbox"/> PhD, JD, MD OTHER:		<input type="checkbox"/> Definitely! <input type="checkbox"/> Maybe. <input type="checkbox"/> No way.



What is your top career interest right now? Why?

## BIG💡IDEA

Having an education — whether it’s in a formal setting like college or in an informal setting like an internship — gives you a leg up on other job applicants. Knowledge is power, and it’s valuable!

**STEP 6:** List the educational requirements for a career path of interest.

## educational requirements for your careers

Now that you've explored a variety of different career options and chosen one or two that interest you, it's time to figure out how to get from where you are now (high school) to where you want to be (a successful, flexible career in the industry you're interested in). What formal and informal education will you need to meet the requirements for the careers you're interested in?

### Educational Requirements for My Career Path

In order to become a \_\_\_\_\_, I need to (Check all that apply):

- Attend a 2-year college and earn an Associate degree in \_\_\_\_\_
- Attend a 4-year college and earn a Bachelor's degree in \_\_\_\_\_
- Take classes in \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_
- Get an internship in \_\_\_\_\_
- Attend a Graduate School and earn a Master's degree in \_\_\_\_\_
- Attend a post-graduate school and earn a PhD, JD, MD, or other in \_\_\_\_\_.

**STEP 7:** Articulate a postsecondary plan that summarizes the steps toward a career path.

**STUDENT HANDOUT**

## my postsecondary plan

It's time to put all the pieces together — you know what your mission is in life, you have an idea of a career you might like, and you know the steps it's going to take to get a well-paying job that fits your interests and strengths. All that's left to do is to lay out the plan you will follow to get there. Identify your ultimate, long-term, and intermediate goals in the chart below.

### My Postsecondary Plan

Ultimate Goal (My Personal Mission Statement — 20–30 years from now):

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Long-term Goal (My career in 10–15 years):

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Intermediate Steps (between high school graduation and 10 years in the future):

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#### Step 1 (Check your next step):

- on-the-job training
- military service
- an apprenticeship program
- a trade or technical education program
- a certificate program
- a 2-year Associate degree program
- a 4-year Bachelor's degree program

#### WHEN: AFTER HS GRADUATION

Circle One:    Formal       Informal

#### Step 2:

WHEN: \_\_\_\_\_

Circle One:    Formal       Informal

#### Step 3:

WHEN: \_\_\_\_\_

Circle One:    Formal       Informal

#### Step 4:

WHEN: \_\_\_\_\_

Circle One:    Formal       Informal

#### Step 5:

WHEN: \_\_\_\_\_

Circle One:    Formal       Informal

## BIG💡IDEA

Your postsecondary plan is the outline you will follow through your career path. As your interests and lifestyle change, your postsecondary plan will change as well. Today, you should identify the first step on your postsecondary plan: What will you do after high school graduation to begin working toward your career path goals?

# postsecondary planning: your next steps

This week, you identified a long-term career goal and laid out the intermediate steps you need to take after high school graduation in order to have a successful and fulfilling career path. Your focus for the rest of senior year will be on meeting the first step on your postsecondary plan: applying to, being accepted, paying for, and preparing for a formal or informal learning experience.

### What did you decide about your next step this week?

- I am going to a 4-year college or university to pursue a Bachelor's degree.
- I am going to a 2-year college or university to pursue an Associate degree.
- I am going to trade or technical school to pursue a certificate.
- I am going to become an apprentice to learn a trade or skill.
- I am going to join the military to prepare me for my future career.
- I am going to an on-the-job training program to learn hands-on skills.

**How does your decision this week compare with what you predicted you would be doing after high school in Lesson 1? Have you changed your mind about what to do, or are you still committed to the same postsecondary plan? Why?**

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**After Lesson 2, how certain do you feel about the direction your career path will take? What concerns or worries do you have about pursuing your career choice? Acknowledge them here.**

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### **SELF-ADVOCACY**

Did you identify a formal learning experience as a step on your postsecondary plan? If so, you will probably need to take the SAT or ACT very soon. Check websites for SAT and ACT for test registration dates and deadlines. Record these dates and deadlines in your calendar. See <http://sat.collegeboard.org> for SAT and <http://actstudent.org> for ACT. Talk with your teacher about registration and creating a study plan. You might even qualify for a **fee waiver**, which allows you to take the test for free. Don't forget! You must take the tests before December if you want to enroll in school for next Fall.