



Business, Management and Administration

Career Explorations

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SCHOOL
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HOW TO USE THIS SUPPLEMENT



Dear Teachers,

Fortis is proud to support the business, management and administration segment of the Minnesota School to Work Program in partnership with the Minnesota Department of Children, Families and Learning, and the Pioneer Press. While we are committed to these programs, we recognize that teachers make them come alive. By sponsoring this supplement, Fortis offers an applicable, real-life tool.

Education is a major focus of Fortis' community-outreach program. We believe in the important work of developing today's children into tomorrow's strong business leaders. Our corporate values - common sense, common decency, uncommon thinking and uncommon results - reflect this commitment.

Many Fortis leaders have significant involvement with the education community. Some are former teachers themselves. Others are active school-board members. Our employees volunteer in the mock stock-market classroom program, Junior Achievement and Business Economics Education Foundation help develop school curriculum. We have met many teachers and hope to meet many more during our in-house school-to-work seminars, and career-exploration teacher workshops.

We're excited to bring this supplement to you and hope you find it a useful means of career exploration.

Sincerely,

Dick Lewis
Senior Vice President, Marketing and Distribution



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As you and your classmates grow you discover many things about each other. You discover what you enjoy doing and what you do well. Your parents and teachers will introduce you to many new experiences so you can discover more about your interests. Eventually, you will use these experiences and self-knowledge to determine what to do with your life.

There are other people besides your parents and teachers who are willing to help provide a way to discover more about you and the world around us. Some of them have taken the time to share information in this supplement that may help you make connections between your interests and skills and the things they do. You can also help your classmates by sharing what you know and learn with them.

So we hope you will explore and discover the careers shared in this supplement and share what you learn with your classmates through your own career fair. Work with your classmates to make what you share interesting and fun!

Oh, yes and be sure to listen well to what your classmates share with you about careers they research. It may be just the information you need!

The Newspapers In Education staff wishes to thank Catherine Vennewitz for her design, Eric Luoma for his writing, Beverly Franklin, Jean Kyle Hill and Diane Miller for their guidance.



DISCOVER



Business, Management and Administration occupations where you can express your:

Occupations Related to Business, Management and Administration...

Managing skills	Organization skills	Financial skills
Manager Purchasing Manager Human Resources Manager	Secretary Bookkeeper Receptionist	Tax Manager Accounting Clerk Financial Planner

Occupations

Business - People working with other people. Usually they are buying, selling or trading a good or service.

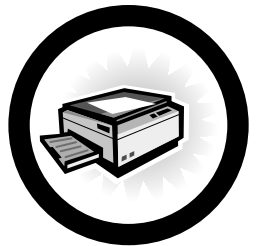
Management - People in charge of controlling and directing a business who make decisions regarding employees, business direction, customers and other matters.

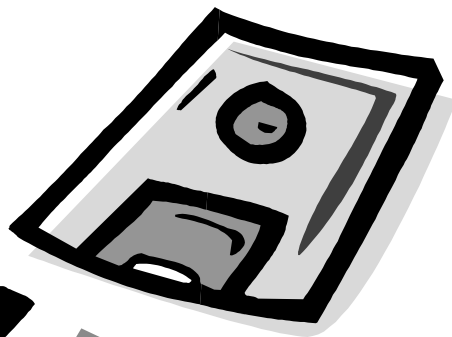
Administration - People working with the management and direction of a business.

Business, Management and Administration is all about people working with other people. If someone buys, sells or trades goods and services they are "doing business." Working together, learning from one another and encouraging people is a smart plan for success. People who are successful in business set goals and work toward achieving those goals. To do this, a plan is developed and followed. A goal could be to sell a certain number of products or to provide the best service available. Knowing what the customer wants and then providing it is the core of business.

In Minnesota in 1997, there were 121,688 businesses with employees and 265,000 self-employed people. It's likely that these numbers include your parents, relatives or neighbors. When you see your neighbor head off to work, chances are good that they are going to work at a business.

- | | |
|-----------------------------|---------------------|
| Accountant | Insurance Agent |
| Accounting Clerk | Management Analyst |
| Actuary | Market Analyst |
| Administrative Assistant | Marketing Director |
| Advertising Manager | Marketing Manager |
| Attorney | Marketing Assistant |
| Auditor | Mutual Fund Analyst |
| Audit Manager | Payroll Manager |
| Bookkeeper | Receptionist |
| Broker | Risk Manager |
| Budget Analyst | Secretary |
| Chief Financial Officer | Statistician |
| Claims Adjuster | Sales Manager |
| Computer Programmer | Publications Writer |
| Computer Support Specialist | Purchasing Agent |
| Controller | System Analyst |
| Credit Analyst | Tax Manager |
| Financial Analyst | Treasurer |
| Financial Manager | Mail Clerk |
| Financial Planner | Underwriter |
| General Manager | Entrepreneur |





DISCOVER

RELATED TO BUSINESS,

Fill In These Occupations: Answer The Riddle:

BUSINESS

MANAGEMENT

S _ AT _ S _ I C _ _ _ .

Works with numerical facts and data. Uses the results to help a business with sales or marketing.

_ A Y _ _ LL M _ _ A G _ R

Keeps track of the hours employees work and pays them company wages.

B _ _ K _ R

Uses relationships to sell a company's product to a specific client or market. They are paid on a commission.

S _ _ R E _ _ R _

Answers phones, works on a computer and does general office work for a business.

E _ T R _ P _ E N _ _ R

Launches his or her own business.

Answers: Statistician, Payroll Manager, Broker, Secretary, Entrepreneur



1. I answer phones and assist clients in an office. I am a _____.
2. I work with the legal issues a company faces. I am an _____.
3. I work for the employees of a business. I'm in charge of: benefits, vacations, policies, retirement, hiring and firing. I am a _____.
4. I keep track of every single business deal a company does. I am a _____.

CHOICES:

- Human Resources Manager
- Attorney
- Book Keeper
- Receptionist



Answers: 1. Receptionist; 2. Attorney; 3. Human Resource Manager; 4. Book Keeper

Administration: People working with the management and direction of a business.

Circle the area each person works in. Some may work in two.

Advertising Manager:

Marketing/Sales Record Keeping Management

Accountant:

Marketing/Sales Record Keeping Management

Purchasing Manager:

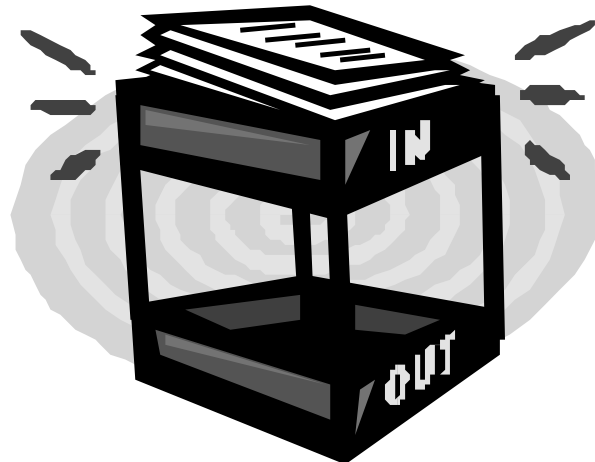
Marketing/Sales Record Keeping Management

Accounting Clerk:

Marketing/Sales Record Keeping Management

Name a famous business

What does the business do?

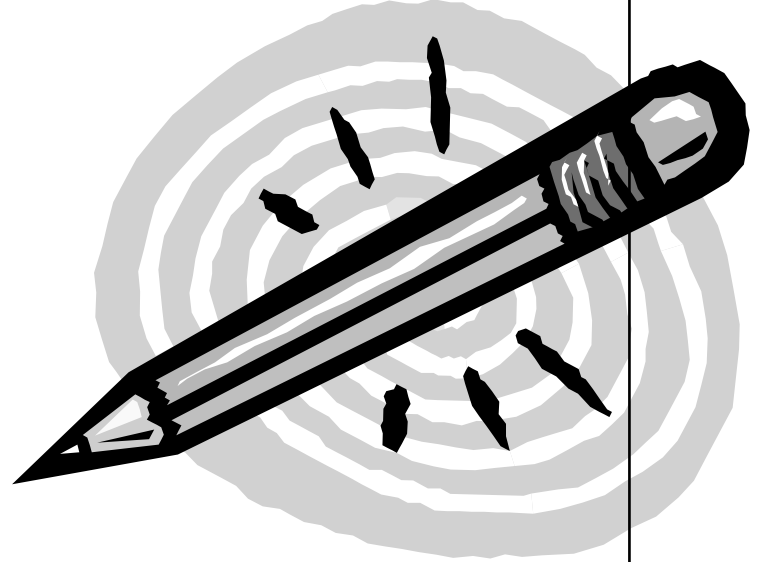


OCCUPATIONS

MANAGEMENT AND ADMINISTRATION...

Match the Word to Its Meaning:

- Treasurer _____
- Editor _____
- Credit Analyst _____
- Controller _____
- Mail Clerk _____
- Sales Manager _____
- Auditor _____
- Computer Programmer _____



Definitions

1. Checks the work of writers and makes sure it is ready for use.
2. Programs computers to do assigned tasks for businesses.
3. Manages the mail room and/or delivers the mail for a company.
4. Disperses and manages company's money.
5. Studies a business' account activity then gives frequent reports on the state of the account.
6. Keeps a close watch on a company's credit standing.
7. Watches over all account activity. Acts as the watchdog for all the accounts.
8. Oversees and manages business sales. They might be in charge of many sales people.

Key: 4,1,6,7,3,8,5,2

Did you know?

_____ is a successful financial services company in Minnesota that employs thousands of people.



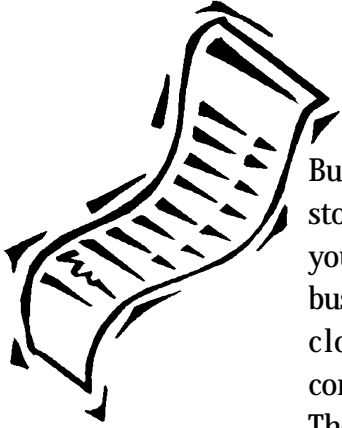
Grouping

Group these occupations into three categories below:
 Accountant, Advertising Manager, Administration Assistant, Audit Manager, Computer Support Specialist, Financial Manager, Receptionist, Treasurer, Statistician, Mail Clerk, Marketing Manager

Business	Management	Administration
Public Relations Manager _____	Risk Manager _____	Treasurer _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



DISCOVER BUSINESSES & RELATED TO BUSINESS, ADMINISTRATION



Business surrounds you. Gas stations and convenience stores in your community employ people with the jobs you have been learning about. You probably conduct business everyday. When you go shopping for milk or clothing or when you buy some candy, you're conducting business. Look around your neighborhood. There are probably stores and buildings that contain businesses. Some of your neighbors may even operate businesses from their homes. Business is everywhere.

Discover Businesses and Organizations Related to Business, Management and Administration in My Community

Cut out a photo of someone employed in this field from today's newspaper.



Find an article about Business, Management and Administration in this week's newspaper:

Explain what the article is saying:

Identify an activity you participated in at your school or find one in today's paper that you would like to participate in that is related to this field:

Paste your photo to the right.

List Jobs related to Business, Management and Administration that you can find in today's newspaper.

Look in your local Yellow Pages and find three businesses that employ people in this career field. List the businesses below:



ORGANIZATIONS MANAGEMENT AND IN YOUR COMMUNITY

Develop a bibliography of the books you find to share with others.

Name of book: _____

Author: _____

Brief description of content: _____

Name of book: _____

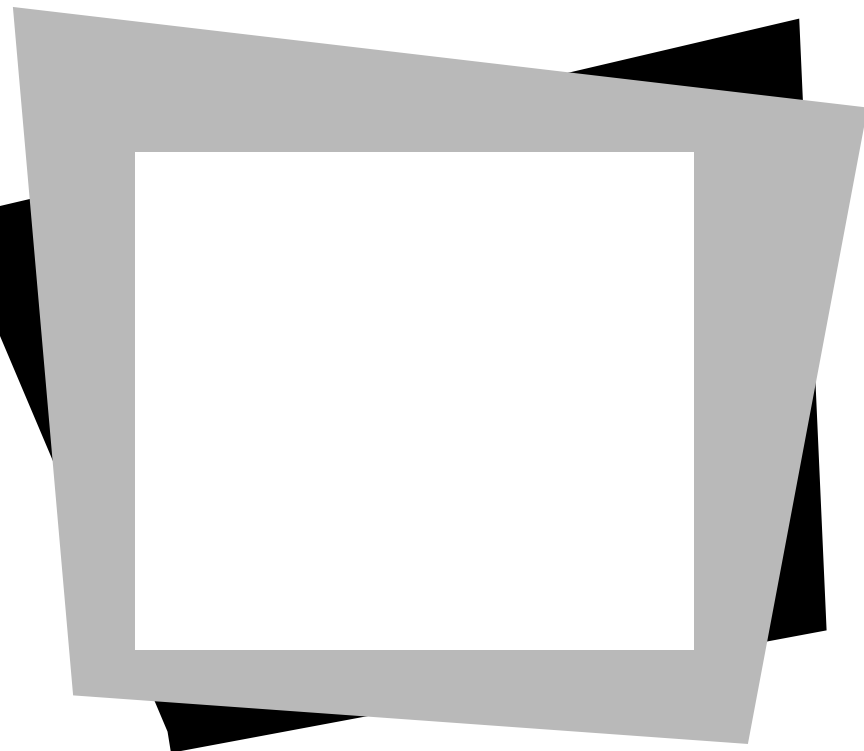
Author: _____

Brief description of content: _____

Name of book: _____

Author: _____

Brief description of content: _____



Visit your local library. Notice the counter and wall displays. What is happening in your community that relates to this field?

Identify three occupations from this career field that were involved in developing what you see.

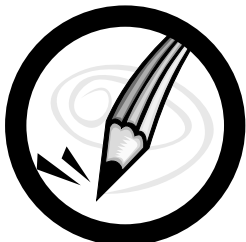
Do you know anyone in this career field?

Find and list three books that teach you about some of the skills needed in this career field.

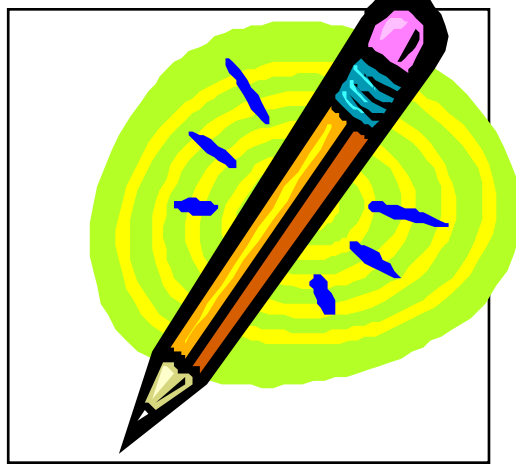
1. _____

2. _____

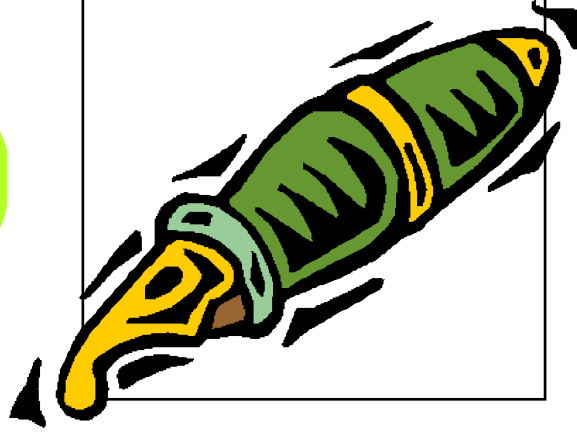
3. _____



DISCOVER CAREERS



PROFILE #1



PROFILE #2



PROFILE #3

Careers in Business, Management and Administration

What do you do?

Marketing Director

Actuary

Computer Programmer

How did you get started?

Insurance sales.

I talked to people about my interests and skills. They suggested I look at what an actuary does.

I started as a computer programmer trainee when I graduated from college.

What are your most valuable skills?

- I am good at math.
- I am good at creative problem solving.
- I appreciate differences in people.

- My strong background in math and statistics.
- Excellent research skills.
- I pay attention to detail.

- I have a good background in math.
- I am able to connect information quickly.
- I am a fast learner.

What did you enjoy doing when you were young?

I enjoyed getting my friends together to act out skits and plays.

I enjoyed building puzzles and playing board games.

I loved to spend my free time with my friends because I grew up on a farm and didn't get to go to friends' houses as often as I would have liked.

PERSON SEARCH

Find someone who has a job in this field. Interview that person and create a profile. Record your information here.

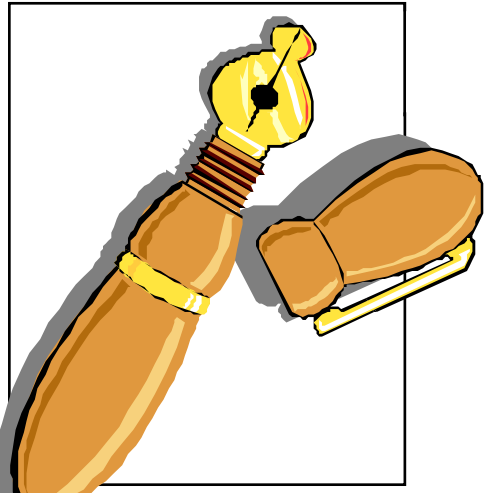
What do you do?

How did you get started?

What are your most valuable skills?



CAREER PROFILES



PROFILE #4



PROFILE #5



PROFILE #6



Data Specialist

I started in a technical writing department.

- I have strong organizational skills.
- I understood alpha and numeric filing.
- I am able to work on a team.

I was a Girl Scout and liked selling the cookies.

Customer Service Representative

Working in the customer service department of a financial services company.

- Good computer skills.
- I am a very hard worker.
- I have good written and verbal communication skills.

I loved to read and write stories and enjoyed roller skating and watching 1970's sitcoms with my family.

Insurance Underwriter

Getting my college degree in business. I worked in the area of customer service during college.

- My medical background and medical training completed after college.
- I am eager to learn.
- I am well organized.

I liked to play with friends and go on vacation with my family.

What did you enjoy doing when you were young?

What skills do you have?

What training and education did you need for this job?






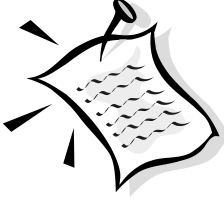
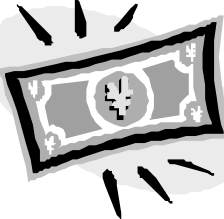
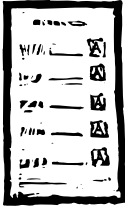

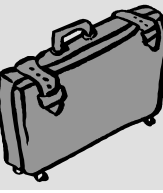







DISCOVER THE TOOLS BUSINESS,



TOOLS

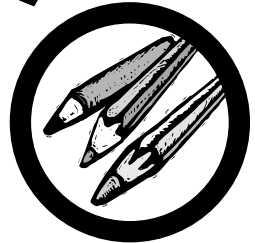
JOBS

Careers in Business, Management and Administration

<p>Pager</p>  <p>_____</p> <p>_____</p>	<p>Telephone</p>  <p>_____</p> <p>_____</p>	<p>Numbers</p>  <p>_____</p> <p>_____</p>	<p>Legal Notes</p>  <p>_____</p> <p>_____</p>	<p><u>advertising manager</u></p> <p><u>secretary</u></p> <p><u>statistician</u></p> <p><u>mail clerk</u></p> <p><u>tax manager</u></p> <p><u>budget analyst</u></p>
<p>Records and Files</p>  <p>_____</p> <p>_____</p>	<p>Budgets</p>  <p>_____</p> <p>_____</p>	<p>Money</p>  <p>_____</p> <p>_____</p>	<p>Work Schedules</p>  <p>_____</p> <p>_____</p>	<p><u>development manager</u></p> <p><u>human resources manager</u></p> <p><u>insurance agent</u></p> <p><u>database manager</u></p> <p><u>accountant</u></p> <p><u>tax attorney</u></p> <p><u>entrepreneur</u></p> <p><u>receptionist</u></p> <p><u>bookkeeper</u></p>
<p>Mail</p>  <p>_____</p> <p>_____</p>	<p>Insurance</p>  <p>_____</p> <p>_____</p>	<p>Taxes</p>  <p>_____</p> <p>_____</p>	<p>Advertisements</p>  <p>_____</p> <p>_____</p>	<p><u>financial manager</u></p> <p><u>payroll manager</u></p>
<p>Computer</p>  <p>_____</p> <p>_____</p>	<p>Statistics</p>  <p>_____</p> <p>_____</p>	<p>Payrolls</p>  <p>_____</p> <p>_____</p>	<p>Ideas</p>  <p>_____</p> <p>_____</p>	
<p>Business transactions</p>  <p>_____</p> <p>_____</p>				

AND JOBS IN MANAGEMENT AND ADMINISTRATION

To Do



1. Assign a job name that may use the tool shown. Tools may be used more than once.

2. Circle the job names you have used.

3. Decide how skilled you are in using the tools. On the line under each picture, write "h" for high skill level, "m" for medium skill level, "l" for low skill level.

4. Put an "x" on any tool you would like to learn how to use or become more skilled at using.

5. Collect pictures for jobs not assigned.

CLASSIFIED ADS

Cut out five classified ads from your Pioneer Press listing jobs in this field.

Fill in the missing information in the boxes on the projection chart below based on the following information (this is a 10 year projection):

Accountant/Auditors-Keep records or statements of the monies, goods or services that come into or leave a businesses account. May work at a bank, non-profit organization or business.
1996 Employment 22,710 Openings per year: 790

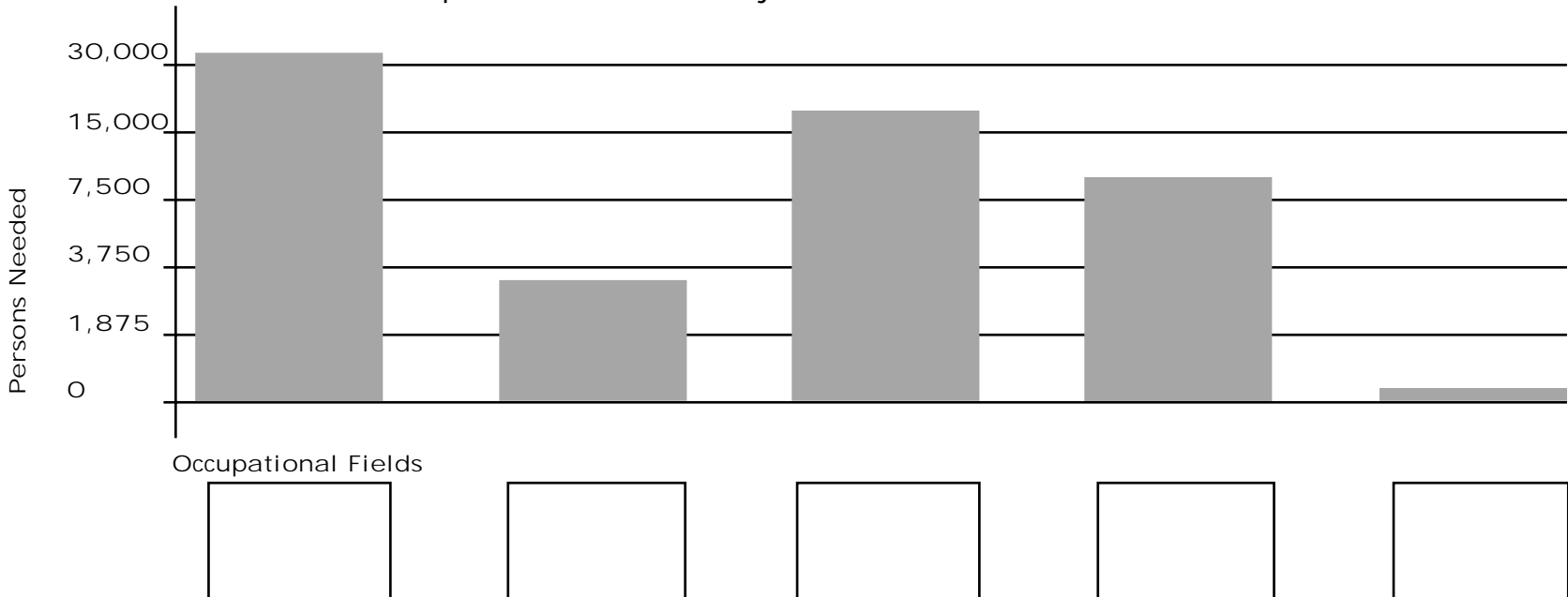
Underwriters Write, sign and accept the liability of insurance policies that cover businesses. Study a company's needs for coverage and make sure the policy protects the company.
1996 Employment 2,300 Openings per year: 90

Computer Programmers-Answer the computer needs of a company by writing computer programs that accomplishes tasks. May instruct computers to perform calculations, operate store security, run check-out scanners, compile data or run databases etc.
1996 Employment 10,680 Openings per year: 620

Loan Officers/Counselors- Help businesses select the right bank loan for a venture or investment. Understand the financial standing of company and the business needs of a bank. Perform the paperwork needed for securing a business loan.
1996 Employment 5,820 Openings per year: 250

Statisticians -Collect and study large quantities of facts related to the operation and marketing of a business. Figure out how facts can affect a company and forecast a company's financial and market future.
1996 Employment 230 Openings per year:10

" 10" Year Occupation Growth Projections



PREPARING FOR A FUTURE BUSINESS, MANAGEMENT

MATCH SUBJECTS TO CAREERS

One way to explore careers is to connect them to your school subjects. What subjects do you enjoy the most? Name an occupation that would utilize your favorite subject.

How much training and education do the careers in this field require?
How much training and education are you willing to consider?

Subjects

Occupation

_____	_____
_____	_____
_____	_____

Can one subject apply to more than one occupation? _____

Can one occupation require understanding more than one subject? _____

MIDDLE SCHOOL → HIGH SCHOOL → COLLEGE/TRADE SCHOOL

Once you determine which occupations you are interested in exploring, you can plan to take classes in middle, junior and senior high school that will help increase your knowledge and skills in those career areas.

Now that you are familiar with occupations in the Business, Management and Administration field, you can begin to plan the classes you will choose in junior and senior high.

Find the school subjects that will help someone prepare for a career in Business, Management and Administration in the scrambled words below.

Careers in Business, Management and Administration



- | | |
|-------------------|-------------------|
| SSSTTACII | Biology |
| MICSOONE | Math |
| HYISTRO | Science |
| CCOUNTAGNI | English |
| PY00LGYSCH | Speech |
| YIOBLOG | Tech Ed |
| SYLG000IC | Computer |
| CSIYPSH | Business |
| ECNIECS | Physics |
| ERMPUCOT | Chemistry |
| TSIMEHCYR | Technical Writing |
| SSSUBINE | Art |
| LACINETHC GNITIRW | Drafting |
| CEEHPS | Composition |
| GLENSHI | Economics |
| AMHT | Sociology |
| ETHC DE | Accounting |
| TRA | Statistics |
| FTRDANGI | History |
| SOPIMOCITNO | Psychology |

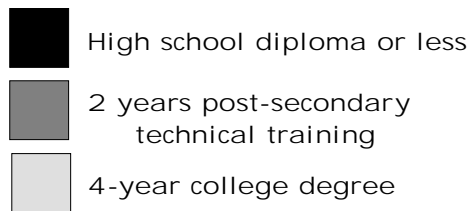
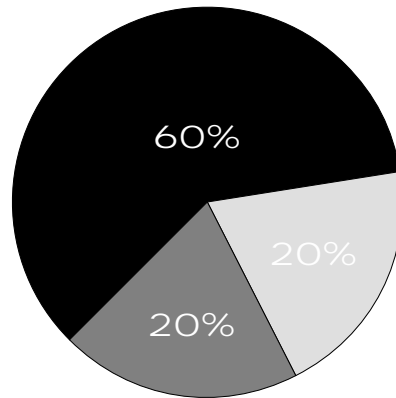
IN[•] AND ADMINISTRATION

What can you learn from these two "pie" charts?

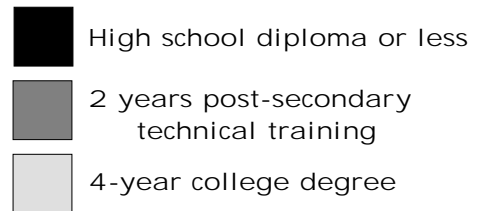
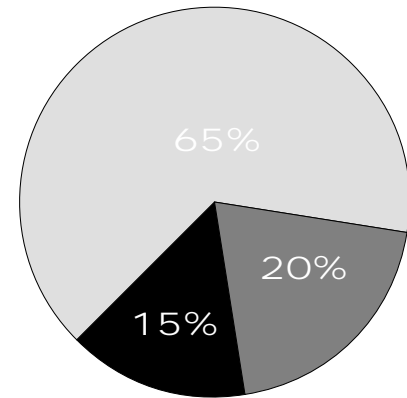
Fill in the blanks.

In 1959 _____% of all jobs required a high school diploma or less and _____% required at least 2 years of post-secondary technical training or a four-year college degree. By 2000 _____% of all jobs will require at least 2 years of post-secondary technical training or a 4 year college degree.

1959



2000

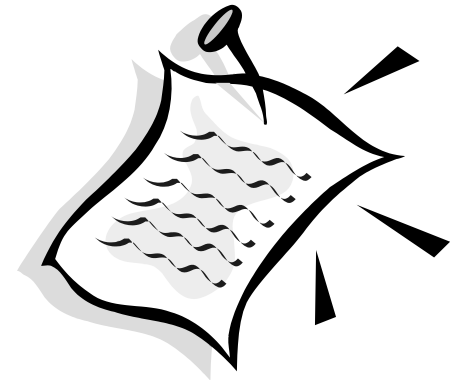


Source: Bureau of Labor and Statistics

What are the minimum high school requirements of most colleges and universities?

Fill in the number 1,2,3 or 4 for the number of years you think a student should successfully complete in high school to be prepared to get into a Minnesota four-year state university.

- ___ years of English (including composition and literature)
- ___ years of math (2 years of algebra and 1 year of geometry)
- ___ years of science (including 1 year each of a biological and physical science)
- ___ years of social studies (including 1 year of U.S. history and geography)
- ___ years of a single world language
- ___ years of either world culture or fine arts



If you do not meet these requirements you may still be considered for admission, but you may be required to take specific course work designed to improve your opportunity to be successful at a four-year college level.

Minnesota state two-year colleges have a policy of "open admission," which means that anyone with a high school diploma or a GED may enroll.



WHAT I LEARNED AND CAREERS AT

Listen to the presentations of all six career fields from your classmates and use these pages as a tool to record your own personal discoveries. Remember, you have your entire life to plan and develop. This is just a snapshot for now. Be sure to share your thoughts from these pages with your parents or another adult.

Choose occupations that match your interest areas!

- Adventure -----
- Sports -----
- Art -----
- Science -----
- Business -----
- Talking -----
- Computers -----
- Travel -----
- History -----
- Writing -----
- Music/Dance -----
- Math -----

Check the boxes of your highest interest areas. Identify occupations from this field that match your interests.

Write the occupation on the line following the interest area.

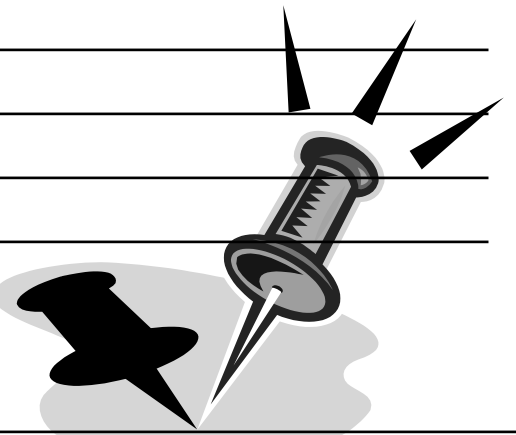
A hobby or favorite activity can become a career!

What hobbies or activities have you participated in that relate to occupations?

Hobbies/Activities

Occupations

Can one hobby or activity apply to more than one occupation?
Can one occupation apply to more than one hobby or activity?



Favorite Subjects/Best Subjects

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Do one or more subjects appear in both columns? If you like a subject and do well in it, then it may be worth exploring occupations that involve them.

Careers in Business, Management and Administration



CAREER FAIR

CAREER FAIR PLANNING:



Overview

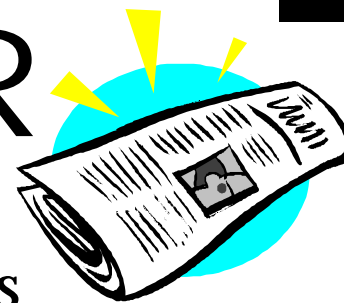
A career fair is your opportunity to share what you have learned about the occupations in this field and others. You will decide what you want to share and how you will do that. Your class/school will plan the event and you will decide what role you will play in preparing for the event.

Prepare a visual display of the information your team found so that you can share what you learned with your school mates.

Requirements

An important part of the career fair will be your career display which is an opportunity to share your learning, and at the same time, demonstrate your skills in the Agriculture and Natural Resources field (ex: mechanical aptitude, planning, writing, speaking, interest in science, love of outdoors etc.). Your career display will include:

1. Career Investigation Information
2. Career Field Summary: five statements stating what you learned about occupations in this field
3. Personal Reflection: A paragraph that explains if any of the occupations in this field could be part of your future and why.



IN YOUR DISPLAY:

Here is a list of things you have done that can be included in your display.

1. You can share a general definition of the jobs in your field.
2. You can list and describe some of the occupations in this field. (You may want to create sub-categories of occupations within your field.)
3. You can share pictures of people working in your field.
4. You can identify activities related to this field in your school and in your community.
5. You can share actual jobs and companies that employ people in your field (through classified ads, yellow page listings and personal contacts).
6. You can share some of the tools used in this field.
7. You can display a chart that projects the growth of certain jobs and the education they require in your field.
8. You can share classes students might want to take in secondary school that relate to your field.
9. You can provide a bibliography of certain books in your school's library related to your field.



Celebrate
Your Success!