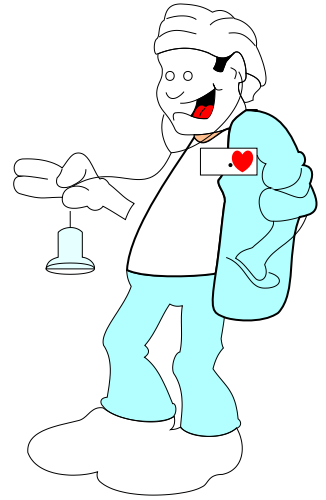




As you go through school and experience life, one of your goals is to become employable. **EMPLOYABILITY** means to be well prepared to obtain and keep employment (a job). What is more important, you want to be prepared for a career in the field, or fields, of your interest.



As an adult, you will be at work more than 2,000 hours every year! That's a lot of hours. You want to enjoy your time spent on the job.

A **JOB** is work people do for pay. A **CAREER** is the work an individual does throughout his/her lifetime. A **CAREER PATH** is one or more jobs in the same area of interest. **Working in different jobs of a specific career path can:**

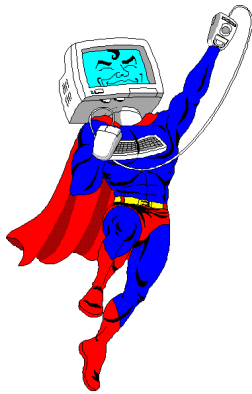
- stimulate your interest
- increase your knowledge
- provide valuable training
- give you a variety of experience
- motivate positive attitudes for additional training or education, if needed
- contribute to the quality of your work life



Planning for a career requires action by the individual, meaning **YOU!** It's never too early to identify your interests. What should you do to prepare for a career? Often times your interests will change as you get older. That's okay. As your life and school experiences grow and broaden, your likes and dislikes will begin to show a pattern and indicate career path preferences.

Planning for a career:

- identify interests, abilities, and character qualities
- become aware of the various career paths
- learn the general expectations of each career path
- match your personality and learning style to a career path
- identify skills and education required
- develop positive attitudes and human relations skills
- identify life goals and make a plan
- focus on career goal

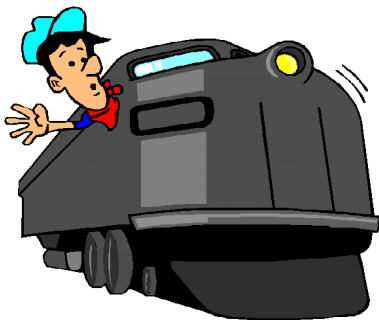


Today we live in a world of computers and technology.

TECHNOLOGY is **using equipment and tools to get things done**. Computers and technology are always being improved and changed. An expensive computer purchased just last year may already be considered a dinosaur!

The **JOB MARKET** also is constantly changing. **JOB MARKET** is the **type of jobs created and available for workers and the need for people who have the skills, training, education, and desire to fill these jobs**. The **Job Market is the world of work**. The **Job Market is the workplace**. The terms Job Market, World of Work, Workplace mean the same thing.

Some traditional jobs may disappear while other jobs are created as our world changes. Let's look at an example of the changing Job Market: Do the lunchroom workers at school actually cook your lunch anymore? A few years back, many lunchroom workers lost their job. School meals are now cooked somewhere else and trucked into each school. It's called Cook and Chill .

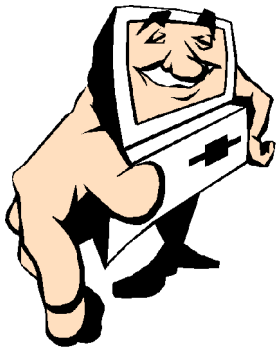


Another example is the Railroad Industry. Military equipment, industrial equipment, and consumer goods and materials used to be hauled only by rail. Then 18-wheeler trucks began to transport goods. In addition, products today are also transported by air. The rest is history as the railroad lost a lot of business to trucking and air. Of course, the railroad still transports some goods but only a fraction of what they used to.

People used to travel on passenger trains and busses. In fact, Ogden was an extremely important city in the Railroad Industry. Thousands of people used to work in Ogden on the railroad. Today there are

very, very few railroad jobs. Those jobs were replaced by computerized equipment and technology. Many passenger train jobs were also lost when people began to travel by air. The Airline Industry using improved technology was able to reduce the cost of flight fares. How do most people travel today?

Can you think of other jobs lost or changed by technology? Talk to your parents and grandparents. Can they think of other jobs that no longer exist or that have dramatically changed? Chances are, your grandparents will be able to name several. When grandpa says the world just isn't the same. He's right!



Because the job market is always changing, it's extremely important YOU understand the importance of continuous education and training. The need for additional training and education is required as technology changes. Today, more than ever, workers must be flexible and willing to learn and change as technology impacts our world of work. That means you will most likely participate in many classes during your career life. New training and education may take place at the job site, a local training center, and/or at the local university.

As a teenager and young adult, you may decide to take on a part-time job. **PART-TIME JOBS** generally pay minimum wages and are entry-level jobs with few skills or education/training requirements. A part-time job is a good way to learn about the world of work. You will see job skills in action! Some necessary job skills are: positive attitude, positive human relations skills, team work, responsibility, and personal integrity. (We'll discuss these skills when we explore Human Resources.)



PART-TIME JOBS generally require 30 or less work hours each week. A part-time job is a good way to gain experience, meet new people, and practice teamwork.



Now is the time for you to begin career exploration by developing positive attitudes and enthusiasm for the wide variety of career options. School and life experiences impacting you now will become the stepping stones to your career and life path.

Let's start off on the right foot!

What do you want to be when you grow up? This question has been asked of you many times. Don't be concerned if you don't have an answer at this point in your life. You do though need to begin identifying your areas of interest and become aware of career paths and general characteristics of each. As an adult, **you will spend more time on the job than any other activity.** You want to enjoy your career and receive pleasure from it for a satisfying and fulfilling life.

Girls, it is equally important for you to honestly focus attention on exploring careers as it is the boys. A few girls plan to marry early, have children, and become full-time mommies. The realities of our complex lives is that a majority of girls whether they wish to or not must work outside the home. You will receive far more satisfaction and financial benefit if you are prepared for the job market.

FOOD FOR THOUGHT!!!!

In the year 2000:

- * **There were 10 million more women in the U.S. than men.**
- * **61% of all females were in the work force full-time.**
- * **74% of males were in the work force.**
(Remember: some females/males are children and the elderly.)
- * **Of females in the workforce, 59% had a child under 1 year old!**

Those numbers are **NOT GOOD NEWS** for girls planning to be full-time mommies. Very few women are able to remain at home as full-time mommies for many reasons. Historically, females also earn less money than males. A major reason for this is many girls have not prepared themselves for a career! Some girls simply do not have high-level job skills.

**IT IS IN EVERYONE'S BEST INTEREST TO PLAN,
PREPARE, AND FOCUS ON A CAREER GOAL!**

It is not unusual for some people to explore many, many jobs before they are able to identify their ultimate career field. Others have very strong interest levels and seem to focus on a specific career early in life. Most of us fall somewhere in between the two extremes.



There is nothing wrong with questioning what your career path will be at this time or for a few more years yet. Your experiences in TLC may not pinpoint a career path or specific career. But, the activities you complete should help you eliminate areas that simply don't match your likes. When you eliminate even one career path, you've narrowed your search. And, YOU are making progress.

There are five broad career areas called CAREER FIELDS or CAREER PATHS with each Career Field represented by a logo (design). These **CAREER FIELDS OR CAREER PATHS** are used to help **organize occupations (jobs) into a group that have some similar characteristics**. Some careers within a career path appear to be quite different from each other. But each Career Path has general characteristics in common. The five CAREER FIELDS are Business, Social Humanitarian, Scientific, Artistic and Technical. Each of these broad Career Fields have many occupations within it.

Let's explore the five Career Fields and some general characteristics of each. Read about each of the career fields and then complete Career Paths Activity 1 and Activity 2 that follow.



Types of
Careers in the **Business Pathway**:

Accountant, Office Manager, Business Owner, Retailer, Hotel and Restaurant Manager, Advertising Executive, Sales Representative, Banker, Computer Programmer, Word Processor, Insurance Agent, Investment Counselor

Office Technologies
Business Administration
Accounting & Finance
Marketing & Sales
Distribution
Management

General expectations of people who are interested in Business Careers include:

- Enjoy working with people
- Persuasive and persistent
- Good communication skills written and verbal
- Ambitious, self-motivated, goal oriented
- Honest, trustworthy
- Positive attitude
- Works with numbers

Activity: Can you think of two courses in Jr. High that would help you prepare for a business career? List the courses and explain how they would prepare you for a career in the business pathway.

<u>Course Name</u>	<u>How It Would Prepare You for a Business Career</u>
1. _____	_____
2. _____	_____



Types of Careers in the **Social Humanitarian Pathway:**

Teacher, Social Worker, Lawyer, Police Officer, Politician, Counselor, Waitress, Waiter, Recreation Leader, Judge, Detective, Bus Driver, School Principal, Flight Attendant

- Education
- Government & Elected Officials
- Legal Services
- Social Services
- Personal Services

General expectations of people who are interested in Social Humanitarian Careers include:

- Willing to serve all types of people
- Desire to serve society
- Honest and trustworthy
- General sense of what others are thinking and feeling
- Tolerance for people who are different
- Leadership skills
- Positive attitude

Activity: **All careers** in the Social Humanitarian Pathway have one thing in common. What is it?



Types of Careers in the **Scientific Pathway**:

Engineer, Doctor, Dentist, Chemist, Therapist, Paramedic, Sports Trainer, Pharmacist, Forest Ranger, Wildlife Managers, Scuba Diver, Fish Farmer, Researcher, Radiologist, Nurse, Oceanographer, Biologist

Engineering Sciences
Physical Sciences
Health Sciences
Life Science
Medical Research

General expectations of people interested in Scientific Careers include:

- Enjoy physical and life sciences
- Like adventure and new challenges
- Enjoy mathematics-related problems
- Possess good analytical skills
- Concerned about mankind, environment and conservation
- Enjoy rising early and working long hours

Activity: What **other Career Path** might a Doctor or Paramedic be associated with? Why?

Types of Careers in the **Artistic Pathway**:



Graphic Artist, Interior Designer, Architect, Photographer, Musician, Actor, Singer, Comic, Newspaper Reporter, Television Broadcaster, Interpreter, Public Relations Executive, Writer

Communications
Visual Arts
Performing Arts
Graphic Design

General expectations of people interested in Artistic Careers include:

- Communicates very well both verbally and written
- Commitment to developing a particular talent
- Takes pride in creating things (Continued on next page)

Vivid imagination
Comfortable coping with changing conditions
Creative problem solver
Work in a fast-paced competitive environment

Activity: Identify one Artistic expectation that is important for each occupation below:

Interior Designer _____

Newspaper Reporter _____

Musician _____

Writer _____



Types of Careers in the **Technical Pathway:**

Automotive Technician, Welder, Network Systems Manager, Pilot, Construction Worker, Plumber, Drafter, Electrician, Computer Repair Technician, Chef, Web Page Designer

Construction & Maintenance
Equipment Operation & Repair
Information Technology
Personal & Specialty Services
Computer Networking

General expectations of people interested in Technical Careers include:

Interest in tools, machines, and computers
Curious about why and how things work
Enjoys mathematical puzzles
Likes to build or fix things
Good mechanical ability

Activity: Why are good math skills important with Technical Careers?

**COMPLETE ACT. 1, CAREER PATHS WORKSHEET
AND ACT. 2, CAREER PATHS WORD SEARCH, NOW.**

**BEFORE TURNING IN YOUR WORK, CHECK FOR FULL
NAME ON PAPER!**

10. What is the **Job Market**?

11. How many Career Paths are there?

12. Do most part-time jobs require a lot of skill and special training?

13. Can you think of two courses in Jr. High that would help you prepare for a business career? List the courses and explain how they would prepare you for a career in the business pathway.

Course Name	How It Would Prepare You for a Business Career
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1.

2.

14. **All careers** in the Social Humanitarian Pathway have one thing in common. What is it?

15. What **other Career Path** might a Doctor or Paramedic be associated with? Why?

16. Identify one Artistic expectation that is important for each occupation below:

Interior Designer

Newspaper Reporter

Musician

Writer

17. Why are good math skills important with Technical Careers?



CAREER PATHS

Activity 2 - Word Search



Words to find:

Business
Marketing
Accounting
Hospitality

Social Humanitarian
Health Sciences
Social Services
Agribusiness

Scientific
Engineering
Education
Training

Artistic
Communications
Visual Arts
Transportation

Technical
Construction
Equipment
Media

