



**BUSINESS MANAGEMENT**  
 LAP 3.1—Chapter 3.1  
 Careers In Management  
 Exploring Careers

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 (3.1—Exploring Careers)

**Time Frame** 3 hours

**Introduction**

In Chapter 3, Part 3.1, 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, and how to research career fields and develop a plan to achieve your career goals.

**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.

\_\_\_\_\_ Workbook, Page 33-35: Skill Building Activities 1-3: Reading, Math, and Writing Skills. Read top paragraphs and key answers on your Chapter 3 Word Answer Document.