

Business Management & Administration Cluster Student Viewing Guide

Name: _____

1. List five different careers mentioned during the video:

1)

2)

3)

4)

5)

2. **Instructions:** The following questions are specific to the Career Spotlight – Franchise Owner portion of the Business Management & Administration Career Cluster videos.

What are the 3 main things Peter J Whitmore identifies that business owners need to provide?

1.

2.

3.

What is a CEO? What are their responsibilities?

3. **Instructions:** The following question is specific to the Career Spotlight - Recruiter portion of the Business Management & Administration Career Cluster videos.

Why is technology consistently playing a larger role in the daily tasks for recruiters?

4. **Instructions:** The following question is specific to the Career Spotlight - Human Resource Management portion of the Architecture & Construction Career Cluster videos.

Human Resource (HR) departments handle all personnel files, onboarding, and training. What kinds of training from the videos do companies have employees participate in?

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5. **Instructions:** The following question is specific to the Career Spotlight – Sales Associate portion of the Business Management & Administration Career Cluster videos.

Can you identify two (2) soft skills that you think are critical to becoming a successful sales associate?

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Career Cluster Research

Instructions: Visit <http://mygpsforsuccess.com/architecture-and-construction/> to answer the following questions.

Career Cluster Research

1. Pick one career in this field and describe the pathway for that career (the path taken to become employed as your chosen career).

2. What are the education requirements for each of the career fields defined in the video for this cluster?

General Management/Entrepreneur

Human Resource Management

Operations Management

Administrative Support

3. Using the career information on the left-hand side of the website, what are the salary ranges for the three different career fields in this cluster?

4. What are three personal skills and three personal interests that you share with this career cluster?

Skills

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-
-
-

Interests

-
-
-

5. Pick one extended interview. Who is the person being interviewed? What are 2 pieces of information that you found interesting in the interview?

Person Interviewed: _____

Interesting Facts:

1.

2.