

College & Career Awareness
Business & Marketing Pathway
Business Administration Unit; Business Administrative Support Jobs
Cycle: Interdependence

Overview: To be successful in business, a person should have a broad range of up-to-date skills and should be able to research basic trends and current events to keep up with the constantly changing business. In this unit, you will use software that is commonly used in the business setting. You will be introduced to careers that are available in the Business Administrative Support pathway. **Business Administrative Support** jobs perform duties that keep companies running efficiently. Some duties include; organizing information, research, handling customers, ordering and organizing supplies. **Business Administrative Support** jobs are considered to be high wage and high demand.

Essential question: What skills put you in the running to landing a high wage, high demand job?

Checklist:

_____ Record input and output each lesson

_____ Complete the following tasks & questions using the Tips to Researching PowerPoint.

1. List a browser that you are the most familiar with. _____

2. Type the following into a URL: <http://www.education.com/magazine/article/online-etiquette-for-kids/>

List the 9 Online Etiquette Rules

3. List a search engine that you use the most. _____

4. Do a quick search for the amount of time it takes to earn each degree:

Associates Degree _____

Bachelors Degree _____

Masters Degree _____

Doctorate Degree _____

5. What song do the lyrics "Conceal, don't feel, don't let them know" belong to?

6. Find the definition for the following terms:

Browser _____

Search Engine _____

URL _____

Http _____

HTML _____

7. Find a few quick answers:

The weather in your area tomorrow: _____

A movie in your area that is playing tonight: _____

Calculate the answer for 455×654 : _____

____ Complete a Career Info Sheet by using the template in the root folder. You will choose a career from the Business & Marketing Pathway using two websites:

https://utahfutures.org/ <ol style="list-style-type: none">1. Click on 'Careers' ribbon from top bar2. Occupation search from drop down3. Search by occupation groups4. Business & Financial operations occupations5. Have fun searching!	http://www.bls.gov/ooh/ <ol style="list-style-type: none">1. Click on Business & Financial from the left hand bar2. Have fun searching!
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____ Save your creation in your College & Career folder and email Ms. Emily a copy by attaching it. emily.goddard@mmalions.org