CAREER WATCH

Arkansas
Teacher's Guide

It's not a job. It's a career.

2022 Edition | Volume 31

Business Management & Administration

Occupations
Interviews
Resumes
Colleges
Financial Aid
Scholarships

www.careerwatch.org • www.discover.arkansas.gov

Arkansas Division of
Workforce Services

Career Watch Arkansas Teacher's Guide

The Teacher's Guide has been developed as a tool for teachers to use in their classrooms in conjunction with Career Watch Arkansas. Inside you will find activities for students, some will require Internet access. Just copy and distribute to your students. The PDF version of this document can also be found in the LMI Publications section of www.discover.arkansas.gov.

Occupational Career Information welcomes your comments about the Teacher's Guide and encourages feedback from both teachers and students. If you have suggestions for student activities or handouts for future editions, we would like to hear from you. You can fax us the feedback sheet found at the end of this publication or you can email spencer.griffin@arkansas.gov and reference Teacher's Guide in the subject line.

Arkansas Division of
Workforce Services

Occupational Career Information
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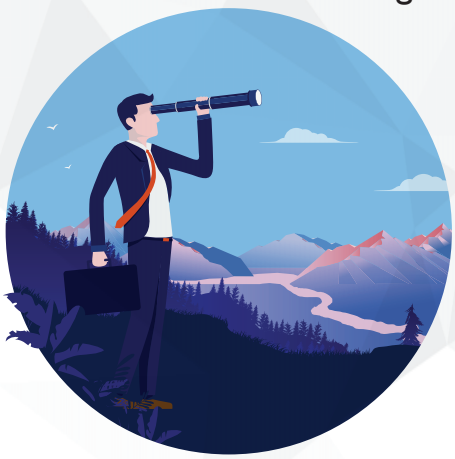
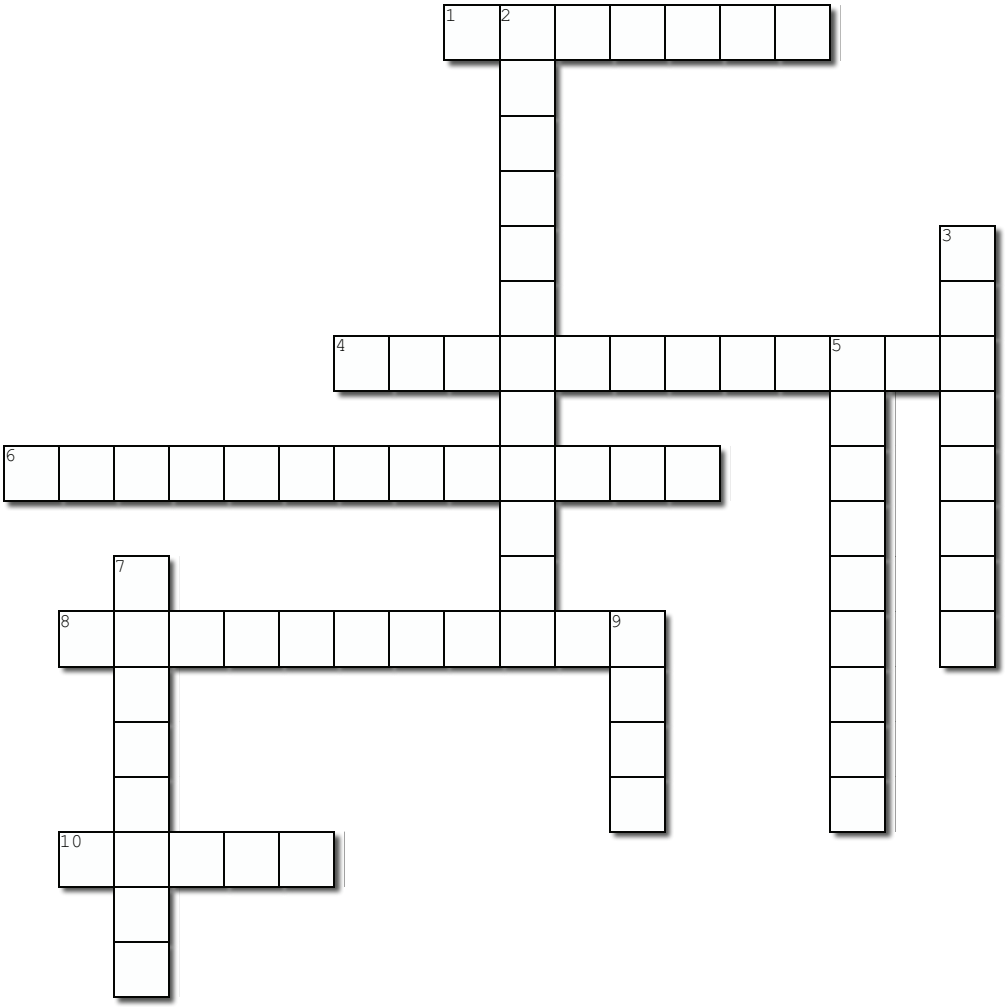


Name:_____

CROSSWORD

Complete the crossword puzzle below



Created using the Crossword Maker on TheTeachersCorner.net

Across

1. This university is located at 1600 Washington Ave. in Conway, Arkansas. (pg. 25)
4. This in-demand Business Management & Administration occupation makes a mean hourly wage of $35.27. (Pg. 17)
6. The type of resume that shows progress you have made toward your career through your employment history. (pg. 5)
8. Complete this online application between January 1 and June 1 to apply for state scholarships and grants. (pg. 50)
10. The basic form required for most financial aid programs based on financial need. (pg. 19)

Down

2. This occupation has an average job outlook with an estimated 6,622 Arkansas workers in 2021. (pg. 33)
3. The occupation on the Hot 45 list with 5,372 estimated annual job openings. (pg. 9)
5. This type of degree earns $963 per week on average. (pg. 58)
7. Only 0.025 percent of high school players will go pro in this sport. (Pg. 51)
9. Money provided by a bank, the college, or the government, which must be paid back with interest. (Pg. 18)

Name:_____

Created with TheTeachersCorner.net Word Search Maker

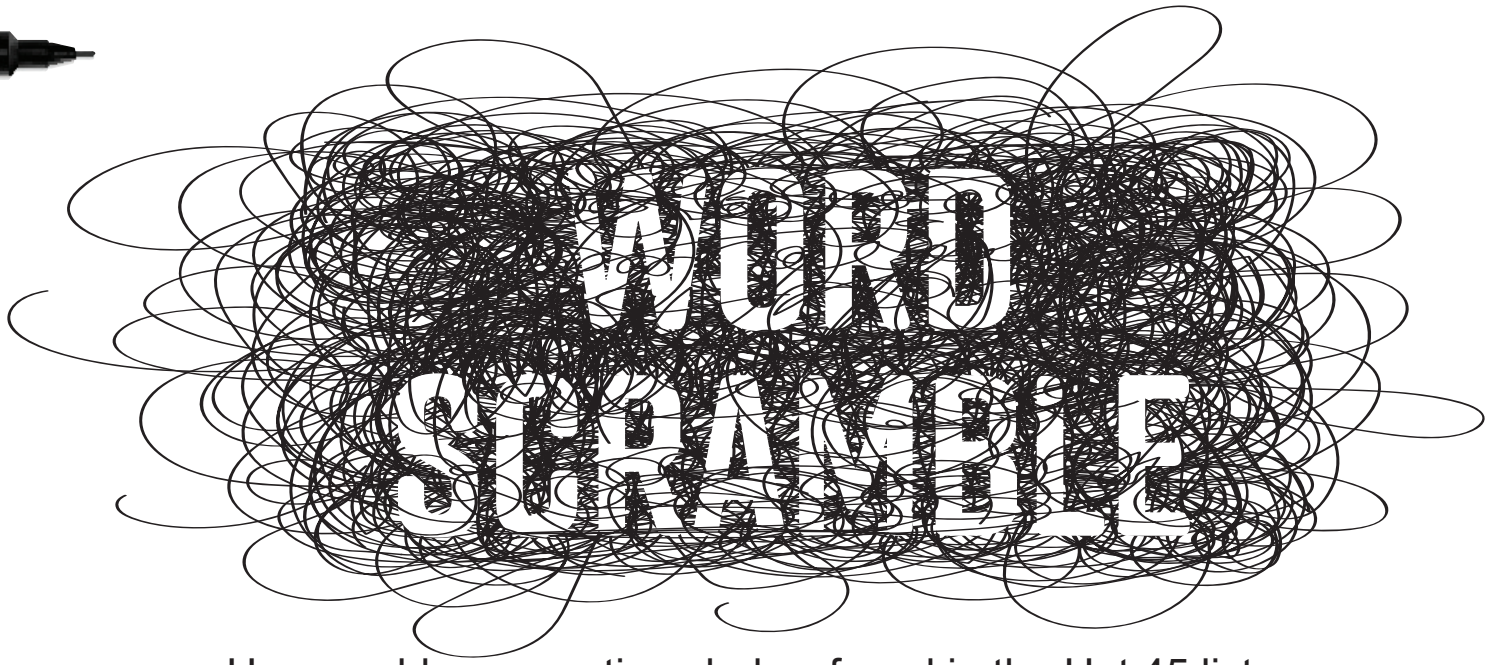
WORDSEARCH...

Check out all of the occupations or industry-related terms that fall into the Business Management & Administration career cluster by finding these key words

S L Z J U S E A N A L Y T I C S E Z J X N G C K R
S T E B B E K J F B D I D I L L X P Z G K W Y C R
C E E H Q N K R V Z J Z P N A S E Q V H N W N T W
D C E Y K V J K A O O K P S N X C B V E C I F F O
I H E E L E E P J M C I D U O D U F U R A S W N I
F N I X X H V Z Y O A M O R I J T K A W D B U U K
D O H P R K I P M V J J Z A S B I B Y N M H Q Z J
S L B X T A T P T M D J X N S Q V H O N I N S C F
V O A H B V A H N R X E D C E K E W T G N M L E J
T G V R P N T U F J G U W E F B A N J I I K U X A
U Y O Q Y U N T Y B W A V D O V E G A V S Z F K L
L R M G I X E A K O N R S L R M C R G J T Z P W E
I P W J K H S O D Q H A R L P F N Z A E R K R S C
R M Y V W T E C M P F W E F X I A I M H A Q N F R
L S A I E E R E R I D Q W T L T N B K H T V P I E
Q R C P X S P Z D H C J N B V K I H L O I W V N M
L B H L N P E U R S T E X C A H F R S V O P H J M
W E F U L M R X X R M N D A L N O E J H N U Y Y O
H U S Q Z L Y L N E E J P S W F N E B T Q S R I C
D Y L Z F S J A G D P O C H F E E R A W T F O S K
H E H G Y Y A A I A P L C I R L H O G P Z V B A C
Z H V R B Q N A M E I I C E H Z X V M B W M S P H
Z C N Y S A N V W L P E J R O U S S S E N I S U B
P T R K M P L D X Y R V W S K R Q K U P B R N B L
H P C Q V U C F D S U X N I C Q E J S A L E S M N

ADMINISTRATION
ANALYTICS
BUSINESS
CASHIERS
COMMERCE
COMPANY
EXECUTIVE
FINANCE
INSURANCE
LEADERSHIP
MANAGEMENT
OFFICE
OFFICER
PROFESSIONAL
REPRESENTATIVE
SALES
SOFTWARE
TECHNOLOGY

Name:_____



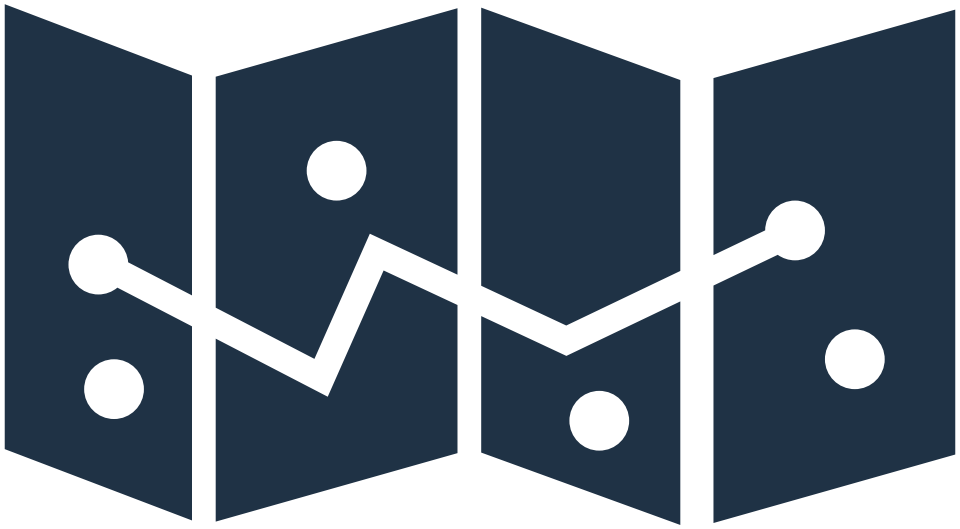
Unscramble occupations below found in the Hot 45 list.

Created on TheTeachersCorner.net Scramble Maker

1. rsnngui sisassttna _____
2. ahunm socursree cisasepsilt _____
3. srmoeutc rceseiv evnrstiestraeep _____
4. clanifain amegsrna _____
5. deeteirrgs ssenur _____
6. tweiasr nda issrtsewae _____
7. itaelr ornlsssasepe _____
8. eicsarhs _____
9. mngetnamea lsyantas _____
10. edtlna iattssssna _____

Name:_____

CAREER WATCH



SCAVENGER HUNT

The answers to all of the following questions can be found in the pages of Career Watch Arkansas.
What's your task? Find them!
Write your answers in the spaces below the questions.

1. What is the mean annual wage for a Speech-Language Pathologist in Arkansas?

_____

2. According to Arkansas Blue Cross Blue Shield CEO Curtis Barnett, what does CEBS stand for?

_____

3. In which city is Southeast Arkansas College located?

_____

4. List at least two of the three things you should be doing in 11th grade to prepare for college.

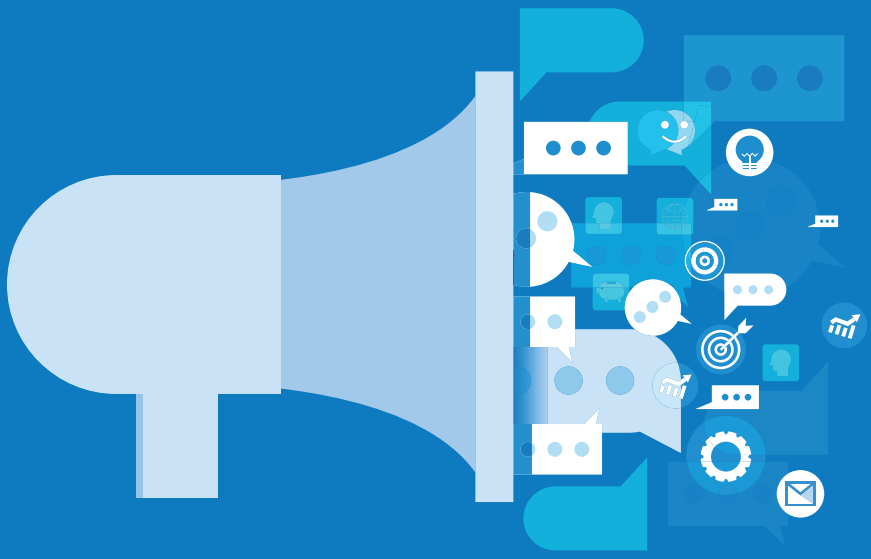
_____

5. What is the difference between a federal Pell Grant and a loan?

_____

6. What is the recommended length of a cover letter?

_____



Staying Social

Believe it or not, social media does in fact have a have a place in the workforce. In fact, many job seekers often find jobs and careers through listings on social media. There are also several platforms that can allow you to get your resume in the hands of employers. This task will show you just how powerful social media can be when looking for a career.

Facebook, Twitter, Instagram, and LinkedIn are great places to find various groups and pages related to your desired career field. Go on Facebook or Twitter and like or follow a few of the major (or minor) companies or organizations related to your career field of choice.

Following hashtags provides a great way to take a look at what professionals in your industry are talking about. Go on Twitter and search appropriate hashtags you think might be related to your career field and write down three trending topics about your desired occupation at the space provided at the bottom of this page.

Last, be sure to show Career Watch Arkansas some love and appreciation by liking and following its social media accounts. Find us on Facebook by searching "CareerWatchAR," on Twitter @careerwatchar, and follow us even on Pinterest by searching for "Career Watch Arkansas."

Real-Life Arkansas

A Lifestyle Budget Calculator

After high school, you will need to work to pay for housing, transportation, clothes and much more. The bottom line is, you will need money. You will need an occupation.

This internet assignment will help you determine an estimated budget for a chosen occupation. If you know what occupation you want, the next step is to find out if that occupation will pay you enough to cover all your monthly expenses.

You will need to log on to www.real-life.arkansas.gov and choose Option 3 - Occupation Direct.

To begin, choose an occupation from the list, you will be given an average annual income after subtracting taxes, then click on the arrow. Now, choose a city closest to where you live or plan to live. The calculator at Real-Life Arkansas will guide you as you make decisions for a monthly budget.

After determining a budget for your lifestyle, print out the completed budget and answer the questions below on a separate sheet.

1. Did you have to adjust your budget to meet your monthly income? Which expenses did you have to compromise or adjust?

2. Compare your budget with other classmates. Which expense totals are similar and which ones are different?

3. If possible, find a classmate with a monthly income higher than yours, and one with a lower monthly income. How do your budgets compare?

4. As a class, discuss what you have learned about creating a monthly budget and what you will keep in mind when you choose your occupation.

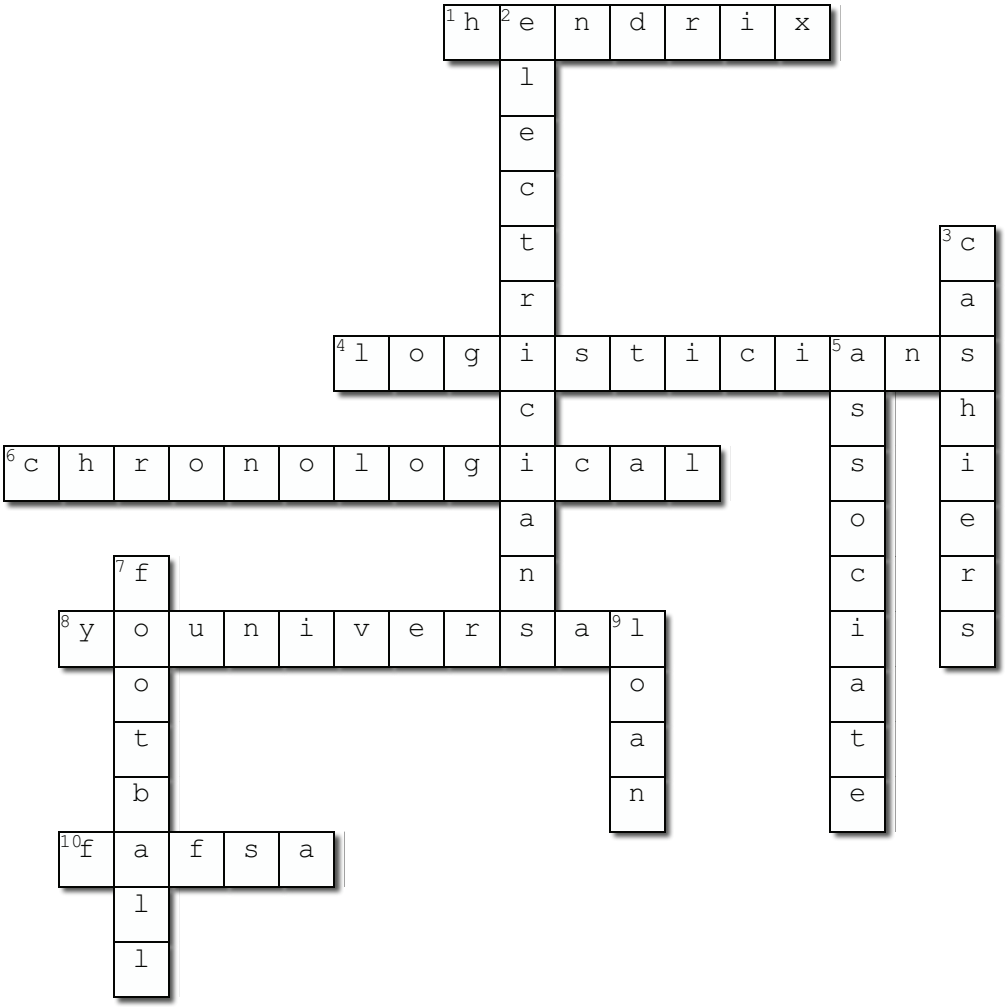
Real-Life Arkansas provides two other budget options. Option 1 - Get a Real Life Check will guide you through a budget based on wants and needs and will help you find an occupation that matches the annual salary needed. Option 2 - Future Salary will guide you through choosing an option based on how much money you would like to earn and your education goals.

ANSWER KEY

Name:_____

CROSSWORD

Complete the crossword puzzle below



Created using the Crossword Maker on TheTeachersCorner.net

Across

1. This university is located at 1600 Washington Ave. in Conway, Arkansas. (pg. 25) (**hendrix**)
4. This in-demand Business Management & Administration occupation makes a mean hourly wage of $35.27. (Pg. 17) (**logisticians**)
6. The type of resume that shows progress you have made toward your career through your employment history. (pg. 5) (**chronological**)
8. Complete this online application between January 1 and June 1 to apply for state scholarships and grants. (pg. 50) (**youniversal**)
10. The basic form required for most financial aid programs based on financial need. (pg. 19) (**fafsa**)

Down

2. This occupation has an average job outlook with an estimated 6,622 Arkansas workers in 2021. (pg. 33) (**electricians**)
3. The occupation on the Hot 45 list with 5,372 estimated annual job openings. (pg. 9) (**cashiers**)
5. This type of degree earns $963 per week on average. (pg. 58) (**associate**)
7. Only 0.025 percent of high school players will go pro in this sport. (Pg. 51) (**football**)
9. Money provided by a bank, the college, or the government, which must be paid back with interest. (Pg. 18) (**loan**)

ANSWER KEY

Name:_____

Created with TheTeachersCorner.net Word Search Maker

MANUFACTURING WORDSEARCH...

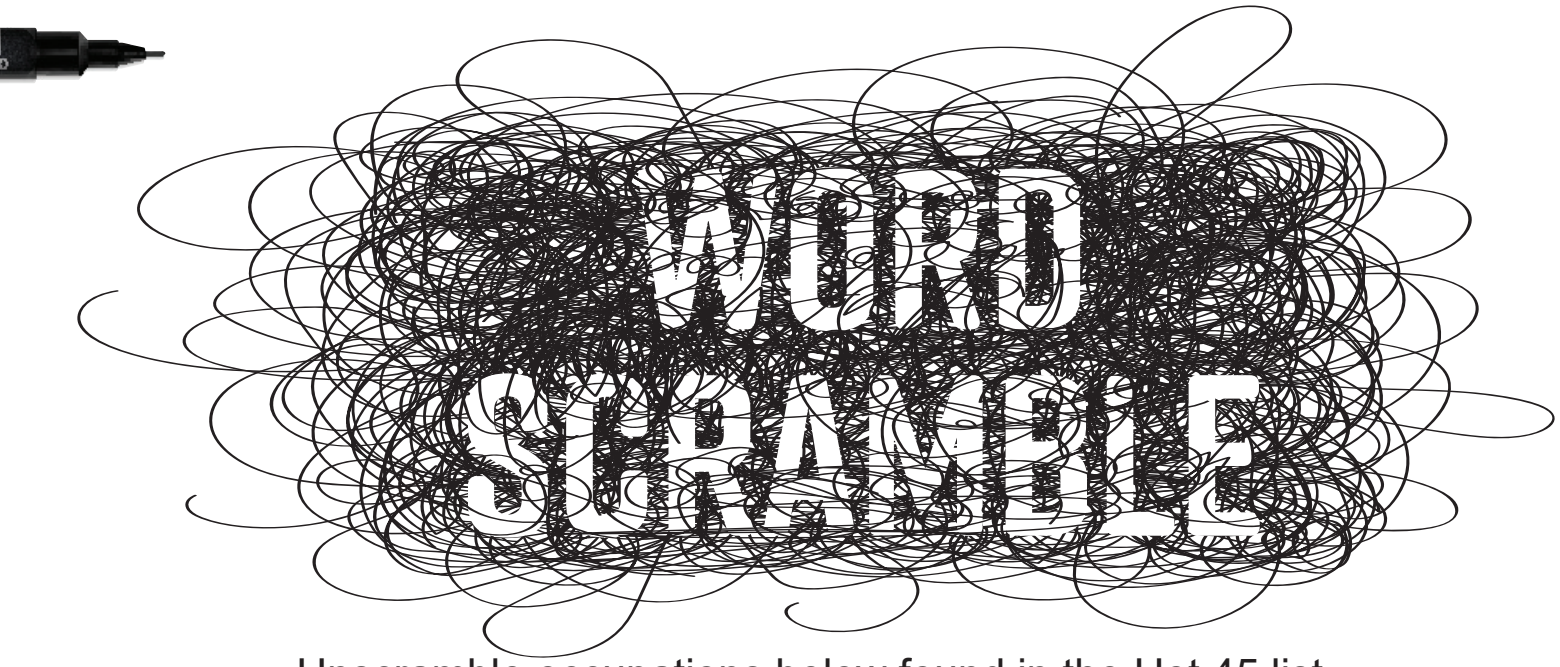
Check out all of the occupations or industry-related terms that fall into the Manufacturing career cluster by finding these key words

S L Z J U S E A N A L Y T I C S E Z J X N G C K R
S T E B B E K J F B D I D I L L X P Z G K W Y C R
C E E H Q N K R V Z J Z P N A S E Q V H N W N T W
D C E Y K V J K A O O K P S N X C B V E C I F F O
I H E E L E E P J M C I D U O D U F U R A S W N I
F N I X X H V Z Y O A M O R I J T K A W D B U U K
D O H P R K I P M V J J Z A S B I B Y N M H Q Z J
S L B X T A T P T M D J X N S Q V H O N I N S C F
V O A H B V A H N R X E D C E K E W T G N M L E J
T G V R P N T U F J G U W E F B A N J I I K U X A
U Y O Q Y U N T Y B W A V D O V E G A V S Z F K L
L R M G I X E A K O N R S L R M C R G J T Z P W E
I P W J K H S O D Q H A R L P F N Z A E R K R S C
R M Y V W T E C M P F W E F X I A I M H A Q N F R
L S A I E E R E R I D Q W T L T N B K H T V P I E
Q R C P X S P Z D H C J N B V K I H L O I W V N M
L B H L N P E U R S T E X C A H F R S V O P H J M
W E F U L M R X X R M N D A L N O E J H N U Y Y O
H U S Q Z L Y L N E E J P S W F N E B T Q S R I C
D Y L Z F S J A G D P O C H F E E R A W T F O S K
H E H G Y Y A A I A P L C I R L H O G P Z V B A C
Z H V R B Q N A M E I I C E H Z X V M B W M S P H
Z C N Y S A N V W L P E J R O U S S S E N I S U B
P T R K M P L D X Y R V W S K R Q K U P B R N B L
H P C Q V U C F D S U X N I C Q E J S A L E S M N

ADMINISTRATION
ANALYTICS
BUSINESS
CASHIERS
COMMERCE
COMPANY
EXECUTIVE
FINANCE
INSURANCE
LEADERSHIP
MANAGEMENT
OFFICE
OFFICER
PROFESSIONAL
REPRESENTATIVE
SALES
SOFTWARE
TECHNOLOGY

ANSWER KEY

Name:_____



Unscramble occupations below found in the Hot 45 list.

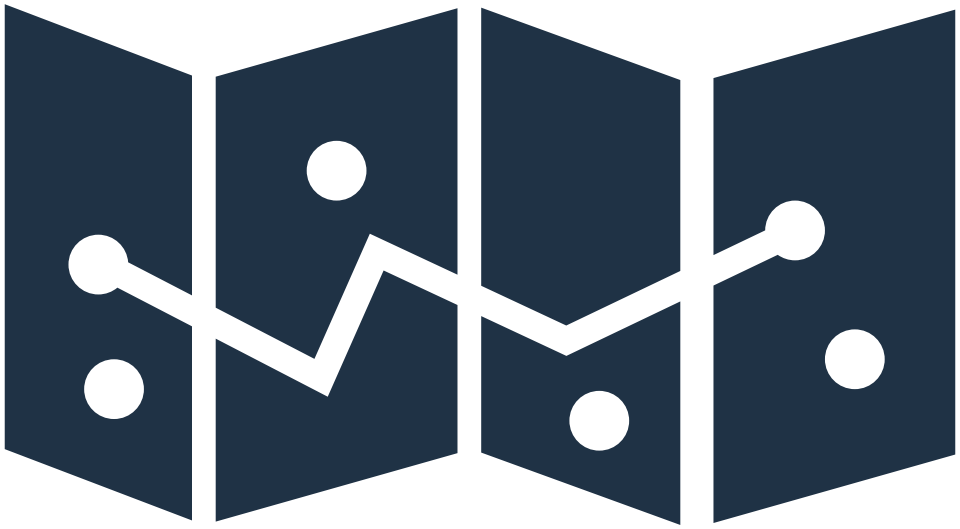
Created on TheTeachersCorner.net Scramble Maker

1. rsnngui sisassttna	nursing assistants
2. ahunm socursree cisasepsilt	human resources specialists
3. srmoeutc rceseiv evnrstiestraeep	customer service representatives
4. clanifain amegsrna	financial managers
5. deeteirrgs ssenur	registered nurses
6. tweiasr nda issrtsewae	waiters and waitresses
7. itaelr ornlsssasepe	retail salespersons
8. eicsarhs	cashiers
9. mngetnamea lsyantas	management analysts
10. edtlna iattssssna	dental assistants

ANSWER KEY

Name:_____

CAREER WATCH



SCAVENGER HUNT

The answers to all of the following questions can be found in the pages of Career Watch Arkansas.
What's your task? Find them!
Write your answers in the spaces below the questions.

1. What is the mean annual wage for a Speech-Language Pathologist in Arkansas?

$77,240

2. According to Arkansas Blue Cross Blue Shield CEO Curtis Barnett, what does CEBS stand for?

Certified Employee Benefits Specialist

3. In which city is Southeast Arkansas College located?

Pine Bluff

4. List at least two of the three things you should be doing in 11th grade to prepare for college.

Request information from colleges, plan a campus visit and attend local college fairs, and take the SAT or ACT.

5. What is the difference between a federal Pell Grant and a loan?

A federal Pell Grant, unlike a loan, does not have to be repaid.

6. What is the recommended length of a cover letter?

Three to five paragraphs.

Send us your Feedback

The *Career Watch Arkansas Teacher's Guide* was developed as a tool to help educators make learning about careers more interesting to students. We hope you find the publication helpful.

We would appreciate receiving not only your feedback about the usefulness of this *Teacher's Guide*, but your suggestions for classroom exercises as well. Please take a few minutes to fill out and return this form to the address listed below or fax to 501-682-3186.

Please indicate your overall level of satisfaction with the product

Very Satisfied
Satisfied
Indifferent
Dissatisfied
Very Dissatisfied

How useful was the information?

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Useful
Fair
Not Very Useful
Not Useful at All

How do you plan to use this information?

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Economic Planning
Wage/Employment Study
Industry or Technology Study
Other, please list _____

Please indicate what sector of reader you represent

Student
Teacher
Educational Counselor
Parent
Dislocated Worker
Other, please list_____

What could make the *Career Watch Arkansas Teacher's Guide* more useful?

Would you recommend the *Career Watch Arkansas Teacher's Guide* to others?

Yes No

Division of Workforce Services
Occupational Career Information
Career Watch Arkansas Teacher's Guide
Attn: Spencer Griffin

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