

## Business Careers

### Career Opportunities Worksheet

Please include any additional career topics unique to your participating organization or other available community-based organization.

Career Opportunities Activity Topics	Organization Has Resources	Organization Consultant
	Yes/No	Who can teach this skill?
1. Understanding a business plan		
2. Working with a budget—Income		
3. Working with a budget—Expenses		
4. Buying and selling stocks and investing		
5. Human resources—Hiring and firing		
6. Computers for business—Networks		
7. Computers for business—Web sites		
8. Computers for business—Doing business on the Web		
9. Computers for business—Word processors, databases, and spreadsheets		
10. Accounting principles for business		
11. Ordering and inventory control		
12. Local, state, and federal taxes		
13. Research and development of a product		
14. Product distribution		
15. Servicing products		
16. Warehouse operations		
17. Transportation		
18. Manufacturing a product		
19. Sales		
20. Marketing a product—Advertising		
21. Insurance for business		
22. Business community involvement		
23. Working with financial institutions		
24. Real estate		
25. Government and business relations		
26. Legal issues for businesses		
27. Public relations departments		
28. Types of business loans		
29. Retail operations		
30. Travel industry		

<b>Career Opportunities Activity Topics</b>	<b>Organization Has Resources</b>	<b>Organization Consultant</b>
	<b>Yes/No</b>	<b>Who can teach this skill?</b>
31. Service industries—Hospitality		
32. Training a workforce		
34. Unemployment rates and plans		
36. Federal Reserve System		
37. Raising capital		
38. Venture capital		
39. Being an entrepreneur		
40. Management issues		
41. Colleges and universities for business majors		
42. How a board of directors works		
43. Reading the stock market		
44. Employee benefit plans		
43. Imports and exports		
44. Overseas operations and multinational corporations		
45. Manufacturing products		
46. Consumer issues		
47. Labor relations		
48. Annual reports and audits		

**Business Careers  
Sample Program Calendar**

	First Meeting Date	First Meeting Career Opportunities Topic	First Meeting Adult Consultant/ Youth Chair	Second Meeting Date	Second Meeting Career Opportunities Topic	Second Meeting Adult Consultant/ Youth Chair	Monthly Post Planning Meeting Date	Monthly Post Activity	Monthly Post Activity Consultant/ Youth Chair	Council Activity Programs
September	First Wednesday	Fall frisightler	Hal, Mark	Second Wednesday	Elect officers	Bill, Martha	Third Wednesday	Visit a local computer facility.	Mike, Mary	
October	First Wednesday	Understanding a business plan	James, Sean	Second Wednesday	Human resources— Hiring and firing	Cliff, Cheryl	Third Wednesday	Visit a retail merchant.	Kim, Jim	
November	First Wednesday	Computers for business— Web sites	Frank, Tom	Second Wednesday	Accounting principles for business	Peggy, Jimmy	Third Wednesday	Assist a local salesmanship club with a project.	Keith, Amy	Learning for Life program conference
December	First Wednesday	Product distribution	Cosby, Judy	Second Wednesday	Marketing a product— Advertising	Marty, Mariann	Third Wednesday	Assist special-needs students.	Karen, Stephen	
January	First Wednesday	Insurance for business	Lauri, Mike	Second Wednesday	Retail operations	Jim, Natalie	Third Wednesday	Tour a large insurance company.	Adam, Becky	Learning for Life leadership workshop series — 16 components
February	First Wednesday	Service industries — Hospitality	Mathew, Danny	Second Wednesday	Federal Reserve System	John, Cindy	Third Wednesday	Put on a special tax seminar.	Michael, Debbie	
March	First Wednesday	Venture capital	Tom, Katy	Second Wednesday	Being an entrepreneur	Carey, Ann	Third Wednesday	Assist the local junior chamber of commerce with a project.	Roger, Sherri	Learning for Life community service project
April	First Wednesday	How a board of directors works	Cliff, Maya	Second Wednesday	Reading the stock market	Debbie, Murray	Third Wednesday	Wash windows as a spring service project.	Alex, Gretchen	
May	First Wednesday	Imports and exports	Ashley, Amy	Second Wednesday	Consumer issues	Rayna, David	Third Wednesday	Visit a business college.	Jeff, Joanne	Learning for Life character education in Exploring — Four components
June/July	First Wednesday	Business majors	Mathew, Monica	Second Wednesday	Business colleges	Faye, Hazel	Third Wednesday	Visit a business college.	Brenda, Joe	
August	First Wednesday	Consumer issues	Paul, Denise	Second Wednesday	Labor relations	David, Stephanie	Third Wednesday	Visit a business college.	Ken, Imelda	