**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*The purpose of these work sheets are to help navigate the* ***Explore-Business.org*** *web site and determine what career interests you may have. You will also find career opportunities that may match your interest right here in eastern Iowa on this web site.*

**O\*Net Interest Profiler**

Back in 8th grade you may have taken the ***O\*Net Interest Profiler*** to determine what your interests, personality strengths, and career strengths are. However, your interests may have changed since 8th grade. If you feel that your interests have changed, retake the ***O\*Net Interest Profiler*** found on the **Explore-Business.org s**ite to determine where your interests now lie. Once completed, answer the following questions based on your results. If you believe your interests have not changed since 8th grade, access your ***O\*Net Interest Profiler*** results and answer the following questions.

1. List your top three personality strengths: (i.e. artistic, conventional, realistic, etc.)
2. What is listed as your top strength (a)?
3. Summarize the profile (traits) of a person with that personality strength:

Is this profile a close match to a profile of yourself? Yes ( ) No ( )

If “No”, you may want to reassess your interests on the ***Interest Profiler****.*

If “Yes”, move on to number **4**.

1. Summarize the profile (traits) of your other two top personality strengths (b & c).

b.

**O\*Net Interest Profiler**

c.

**Career 1**

Your next step is to search outcareers that support your personality strengths. Based on your results from the ***O\*Net Interest Profiler***, locate the **Careers** menu on the **Explore-Business**.org web site and click on your top strength label (i.e. artistic, conventional, realistic, etc.). Search **three** career types in that strength category.

1. **Career 1:**
   1. What are the general qualifications for this career? (i.e. certification, education, etc.)
   2. Summarize the duties entailed in this career:
2. Click on the occupation of interest and find **two** companies that offer careers under that career heading.
   1. **Company 1:**
      * What services does this company provide?
      * What type of career positions (related to your personality strength) does this company offer?
      * What sort of qualifications are required for an applicant to qualify for these positions?

**Career 1**

* 1. **Company 2:**
     + What services does this company provide?
     + What type of career positions (related to your personality strength) does this company offer?
     + What sort of qualifications are required for an applicant to qualify for these positions?

**Career 2**

1. **Career 2:**
   1. What are the general qualifications for this career? (i.e. certification, education, etc.)
   2. Summarize the duties entailed in this career:
2. Click on the occupation of interest and find **two** companies that offer careers under that career heading.
   1. **Company 1:**
      * What services does this company provide?
      * What type of career positions (related to your personality strength) does this company offer?
      * What sort of qualifications are required for an applicant to qualify for these positions?

**Career 2**

* 1. **Company 2:**
     + What services does this company provide?
     + What type of career positions (related to your personality strength) does this company offer?
     + What sort of qualifications are required for an applicant to qualify for these positions?

**Career 3**

1. **Career 3:**
   1. What are the general qualifications for this career? (i.e. certification, education, etc.)
   2. Summarize the duties entailed in this career:
2. Click on the occupation of interest and find **two** companies that offer careers under that career heading.
   1. **Company 1:**
      * What services does this company provide?
      * What type of career positions (related to your personality strength) does this company offer?
      * What sort of qualifications are required for an applicant to qualify for these positions?

**Career 3**

* 1. **Company 2:**
     + What services does this company provide?
     + What type of career positions (related to your personality strength) does this company offer?
     + What sort of qualifications are required for an applicant to qualify for these positions?

**Program of Studies**

*Now that you have found out what your personality strengths are and have matched careers to your strengths, your next step is to figure out how to prepare for those careers (how to get there). To do this, you will need to access your school* ***Program of Studies*** *or department* ***Scope and Sequence.*** *This should be accessible either through your high school web site or your counselor’s office.*

*A* ***Program of Studies*** *is a booklet or web page that list a sequence of courses and programs in a* ***Scope and Sequence*** *format that are available at your school for specific departments (i.e. Science, Technology, Engineering, Math, etc.) This can be used to determine what classes a student should take to, not only to graduate, but prepare for a career. Pick a career and access your school* ***Program of Studies*** *and locate the program/scope and sequence for* ***Business Services****, then answer the following questions.*

1. What is the name of the program in you Program of Studies that relates to one of the careers you previously profiled?
2. There should be some introductory classes that need to be taken as prerequisites before taking more advanced classes (i.e. Statistics, Personal Finance, etc.). Name the prerequisites.
3. List the sequence of courses, grades 9 – 12, that you can take to become a “completer” or to complete the sequence within your chosen program.

**Program of Studies**

1. List any related classes that are recommended or are available that would better prepare you for your chosen career (i.e. Algebra, Trigonometry, etc.).
2. List any other classes that would further help you prepare for your chosen career (i.e. Psychology)
3. Based on the information collected above, use the space below to create your own **Scope & Sequence** or **course of study plan**, listing the courses you will need to take, in the proper sequence, to prepare for your career goal.

**Continuing Education**

*Most careers now require some sort of post high school training or education. You have planned out what high school classes you will need to take to prepare you for your chosen career. Now you need to devise a plan for post high school education/training. This education/training could be in the form of an apprenticeship program, a two-year college, or a four-year college. Based on the information you have acquired through the* ***Explore Business*** *web site and the certifications/education requirements for your chosen career, answer the following questions.*

1. List the qualifications required for your chosen career.
2. List the name of institution(s) or program(s) one could participate in to attain these qualifications (i.e. community college, apprenticeship program, etc.)? (This may require some additional research into these institutions).
3. Search one of these institutions or programs and find their **Academics** or **Program of Studies**. Within these menus or web pages you should find **Career Programs** or **Professional Certifications** or **Apprenticeship**. Open the menu or page and find a list of programs available that most closely match your chosen career path. List these programs.

**Continuing Education**

1. Choose one program and list the classes or training required to complete the program.
2. You have now completed the **Explore Business** worksheets. You have determined your strengths and interests and found some corresponding careers that match those interests. You have toured several business web sites to determine what technical careers are offered in Eastern Iowa. You know what programs are offered both at your high school and post high school educational facility that are geared toward those careers. You can now use this information as a guide to help move you into a successful technical career of your choosing right here in Eastern Iowa.