

# Career Aware

Hi! I'm Caleb the career bug!

When I explore, I have antennae that make me aware of all kinds of things. Right now, I am exploring careers. Did you know there are THOUSANDS of careers in our world, most of which you could do right here in South Dakota? I will help you develop your "career antennae" so you can learn about some of them.



We won't buzz wildly from one career to another. We'll look at a group of careers that have things in common. The groups are called Career Clusters<sup>®</sup>. Use the checklist below to keep track of the Career Clusters we have explored.

Ready? Let's go!

- |  |   |
|--|---|
| <input type="checkbox"/> Agriculture, Food & Natural Resources         | <input type="checkbox"/> Hospitality & Tourism                          |
| <input type="checkbox"/> Architecture & Construction                   | <input type="checkbox"/> Human Services                                 |
| <input type="checkbox"/> Arts, Audio/Video Technology & Communications | <input type="checkbox"/> Information Technology                         |
| <input type="checkbox"/> Business Management & Administration          | <input type="checkbox"/> Law, Public Safety, Corrections & Security     |
| <input type="checkbox"/> Education & Training                          | <input type="checkbox"/> Manufacturing                                  |
| <input type="checkbox"/> Finance                                       | <input type="checkbox"/> Marketing                                      |
| <input type="checkbox"/> Government & Public Administration            | <input type="checkbox"/> Science, Technology, Engineering & Mathematics |
| <input type="checkbox"/> Health Science                                | <input type="checkbox"/> Transportation, Distribution & Logistics       |

**Note to teachers and advisors:** Caleb helps students start growing their "career antennae" to pick up on the thousands of career options in the world. Hopefully students will be more aware of the many careers out there!

**Note to parents:** Research shows parents have the biggest influence on youth's career exploration and decision making. Need tips on helping your child with career exploration and eventual decision making? Contact the Labor Market Information Center at 1.800.592.1881 to find out about other free career resources available for students.



SOUTH DAKOTA  
DEPT. OF **LABOR**  
& **REGULATION**



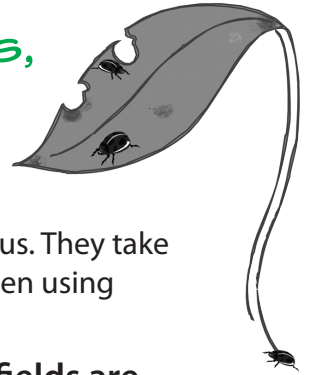
# Agriculture, Food & Natural Resources

People in the Agriculture, Food & Natural Resources cluster work with the land, water, plants, trees and animals. In many of these jobs, a lot of time is spent outdoors studying nature.

# Agriculture, Food & Natural Resources

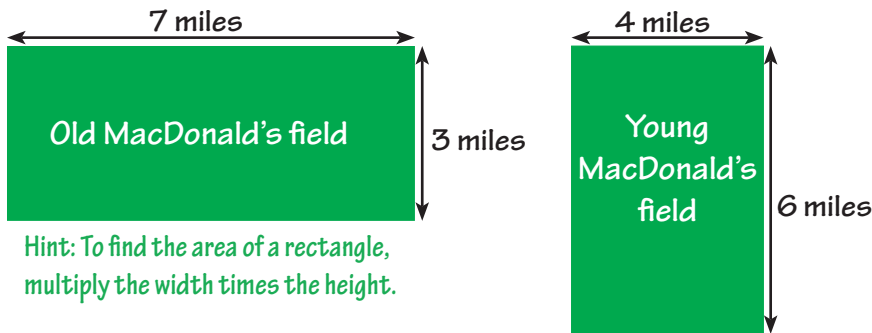
Pesticide Handlers, Sprayers & Applicators, Vegetation ■ Soil & Plant Scientists  
Agricultural & Food Science Technicians ■ Biological Technicians  
Buyers & Purchasing Agents, Farm Products ■ Foresters

## Pesticide Handlers, Sprayers & Applicators, Vegetation



Pesticide handlers, sprayers and applicators work with chemicals that kill weeds, bugs or other animals that harm plants. They apply the chemicals to trees, plants, lawns or crops. These chemicals are called pesticides. These chemicals can be dangerous. They take training to learn about the chemicals. They wear protective gear to keep them safe when using these chemicals.

Before the sprayer can apply pesticides, he needs to know how big the fields are. Find the area of the fields. Which one will need more pesticide?



Hint: To find the area of a rectangle, multiply the width times the height.



## Soil & Plant Scientists

Soil scientists study the things that make up soil. Soil is made up of air, water, rocks, minerals and organic matter. Different plants and crops need different types of soil to grow. Soil scientists figure out the best soil for a plant. Some of them figure out how to stop soil erosion. Plant scientists study plants and how they grow. Some plant scientists make plants healthier. Others figure out how to get rid of bugs that harm plants. They work in offices and labs. They also spend time outdoors.

Match the descriptions to these things that make up parts of soil.

- |         |  |
|---------|--|
| Topsoil | A small round stone  |
| Silt    | Fine sand, soil or mud carried by flowing water. It sinks to the bottom of rivers, lakes, etc. |
| Sand    | The top layer of soil. You can find plant's roots here.  |
| Pebble  | Loose grains of finely ground rock. You can find a lot at beaches and deserts.                 |

## School Rules: (How much education do you need?)

Occupation	High School	Some Beyond High School	Associate Degree	Bachelor's Degree	Advanced Degree
Pesticide Handlers, Sprayers & Applicators, Vegetation	✓				
Soil & Plant Scientists				✓	
Agricultural & Food Science Technicians			✓		
Biological Technicians				✓	
Buyers & Purchasing Agents, Farm Products				✓	
Foresters				✓	

## Agricultural & Food Science Technicians

These technicians help agricultural and food scientists. Agricultural technicians study crops and farm animals. Some measure and test farm products. Food science technicians research foods and food production. Some create foods. Others analyze foods to see how much fat, sugar and fiber is in them. They work in labs, processing plants, farms, ranches and offices.



Answer the questions about these nutrition labels.

### Apple

Nutrition Facts			
Serving Size: 1 medium (182g)			
Amount Per Serving			
Calories 95	Calories from Fat 3		
% Daily Value*			
Total Fat 0g	0%		
Saturated Fat 0g	0%		
Cholesterol 0mg	0%		
Sodium 2g	0%		
Total Carbohydrate 25g	8%		
Dietary Fiber 4g	17%		
Sugars 19g			
Protein 0g			
Vitamin A	2%	Vitamin C	14%
Calcium	1%	Iron	1%
Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs.			

### Corn

Nutrition Facts			
Serving Size: 1 small ear (89g)			
Amount Per Serving			
Calories 96	Calories from Fat 3		
% Daily Value*			
Total Fat 1g	2%		
Saturated Fat 0g	1%		
Cholesterol 0mg	0%		
Sodium 0g	0%		
Total Carbohydrate 22g	7%		
Dietary Fiber 2g	10%		
Sugars 3g			
Protein 3g			
Vitamin A	5%	Vitamin C	9%
Calcium	0%	Iron	2%
Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs.			

### Chicken Nuggets

Nutrition Facts			
Serving Size: 4 pieces (64g)			
Amount Per Serving			
Calories 190	Calories from Fat 108		
% Daily Value*			
Total Fat 12g	19%		
Saturated Fat 3g	13%		
Cholesterol 35 mg	12%		
Sodium 367g	15%		
Total Carbohydrate 10g	3%		
Dietary Fiber 1g	2%		
Sugars 1g			
Protein 10g			
Vitamin A	0%	Vitamin C	1%
Calcium	1%	Iron	3%
Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs.			

Which food has the most sugar?

---

Which food has the most iron?

---

Which food has the least sodium?

---

How many chicken nuggets are in one serving?

---

# Biological Technicians

Biological technicians help scientists who study living things. They collect samples and materials. They do experiments and tests. Some work on medical research to find cures for diseases. Others work with companies and help make drugs that treat illnesses. Some test water, blood, food, drugs and plants.

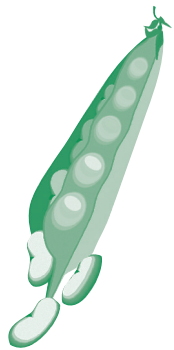


**Biological technicians gather data. They use the data to answer questions. Write down the hair colors of your classmates. Answer the questions about your data.**

Hair Color	Tally of Students	Totals
Brown		
Blonde		
Red		
Black		
Other		

Which hair color do most students have? \_\_\_\_\_

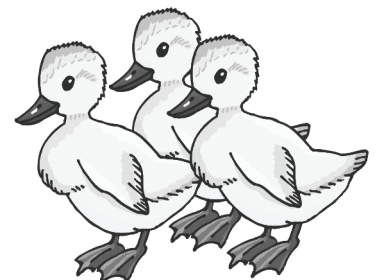
Which hair color do the fewest students have? \_\_\_\_\_



## Buyers & Purchasing Agents, Farm Products

Farm product buyers and purchasing agents buy things like grain, milk, animals or trees from farmers, ranchers, tree farms, etc. They search for sellers who provide them with high-quality products at the best prices. Sometimes they resell the item at a higher cost. Other times they take the item and use it to make another product.

**Grain is \$5 per bag. You need to buy three bags of grain. You have \$50 to spend. Will you also be able to buy seven ducklings that are \$4 each?**



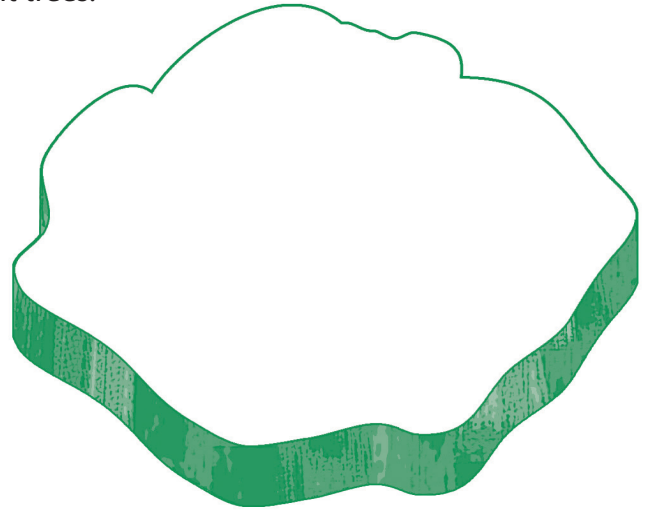


## Foresters


















Foresters take care of forests, grasslands and shelterbelts. They also figure out how people can use these kinds of lands. They study how plants and trees interact with the area around them. They make notes about trees and other resources in an area. Some create plans to plant trees.

Have you seen the rings on a tree stump? The rings tell the tree's life story. Each year a ring is added when the tree grows wider. A forester knows how to "read" the rings and can follow a tree's health and history over many years.

Draw "tree rings" in the stump to show your age. Label any years when important events took place, like when you started school, etc.



## How Much Does it Pay?

More than \$ 30.00						
\$ 25.00-\$ 30.00						
\$ 20.00-\$ 25.00						
\$ 15.00-\$ 20.00						
Less than \$ 15.00						
Average Hourly Wage in South Dakota (2018)	Pesticide Handlers, Sprayers & Applicators, Vegetation	Soil & Plant Scientists	Agricultural & Food Science Technicians	Biological Technicians	Buyers & Purchasing Agents, Farm Products	Foresters

## Keep your "career antennae" up!

Land on the website below to explore many more careers in this same cluster. And we have 15 other career clusters to explore together!



[dlr.sd.gov/careerclusters](http://dlr.sd.gov/careerclusters)

The Career Clusters logo and its extensions are the property of the National Career Technical Education Foundation, as managed by NASDCTE. Auxiliary aids and services available upon request to individuals with disabilities. State and federal laws require the Department of Labor and Regulation to provide services to all qualified persons without regard to race, color, creed, religion, age, sex, ancestry, national origin, or disability.



# Architecture & Construction

People in the Architecture & Construction cluster design and build things. Some work with many different tools. They like to work with their hands. Some build or design houses, buildings, highways or bridges.

# Architecture & Construction

Electricians ■ Civil Engineers

First-line Supervisors of Construction Trades & Extraction Workers ■ Cost Estimators  
Sheet Metal Workers ■ Brickmasons & Blockmasons

## Electricians

Electricians install wires. These wires power lights, TVs, stoves, computers and more. Electricians figure out where to put wires. They also make sure the right amount of electricity is used.



List three things you do everyday thanks to electricity.

- 1.
- 2.
- 3.

## Civil Engineers



Civil engineers plan and run big construction projects. They design roads, tunnels, dams, buildings, airports and water supply systems. They spend a lot of time working with computers in their offices. They also go to construction sites.

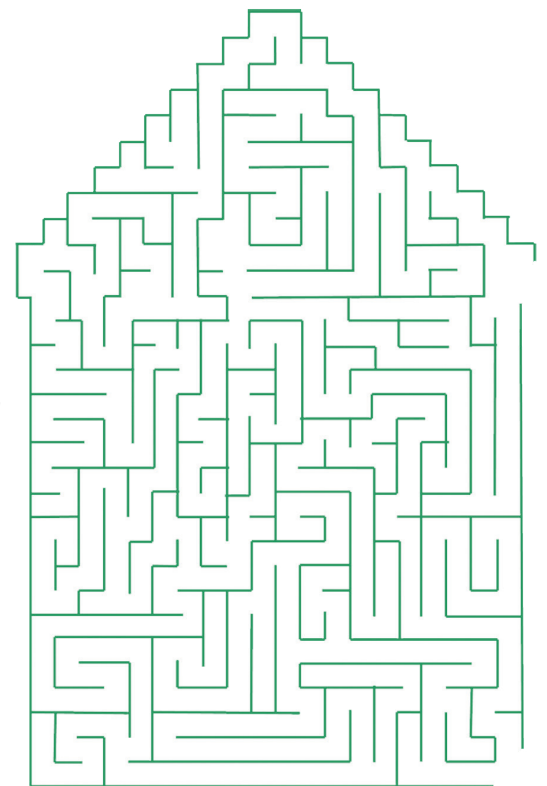
Use two sheets of newspaper to build a tower. Do not use anything else. Make it as tall as you can. You can bend, tear, crumple or roll the newspaper. Can you make one that stands for more than 30 seconds? Then try again, using tape plus two sheets of newspaper. What else could you do to make a paper tower stronger and taller?

## First-line Supervisors of Construction Trades & Extraction Workers

First-line supervisors of construction trades and extraction workers watch over construction and extraction workers. They give tasks to these workers. They are bosses on projects like building or maintaining bridges, roads, schools and houses. Some oversee electricians and plumbers. Others are in charge of miners and oil workers.



Guide the supervisor through the maze so he can check on his workers.





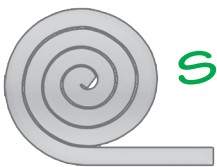
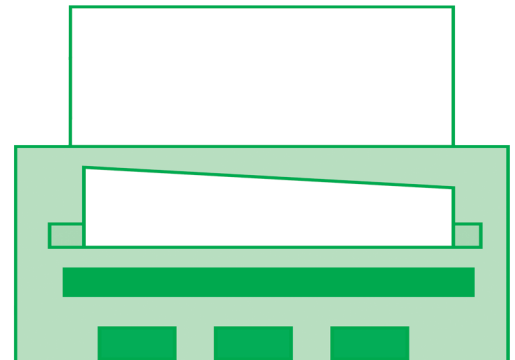
## School Rules: (How much education do you need?)

Occupation	High School	Some Beyond High School	Associate Degree	Bachelor's Degree	Advanced Degree
Electricians		✓			
Civil Engineers				✓	
First-line Supervisors of Constr. Trades & Extraction Workers	✓				
Cost Estimators				✓	
Sheet Metal Workers	✓				
Brickmasons & Blockmasons	✓				

## Cost Estimators

Cost estimators figure out how much money it takes to do a project. They look at the cost of supplies, workers and equipment. Some estimators figure out how much to charge for a product or project so the company makes money.

**Lizzy spent 13 cents per cup for the lemons and sugar. The ice cubes cost 4 cents per cup. Each cup cost 8 cents. She wants to make a profit of 25 cents on each one she sells. How much should she charge?**



## Sheet Metal Workers

Sheet metal workers use metal sheets to make, install and repair roofs, rain gutters, car bodies, airplane wings and more. Workers use tools and machines to cut, bend and straighten sheet metal.

**Sheet metal can be made from many kinds of metal. Circle some of these metals in the word find.**

aluminum	gold	steel
brass	nickel	silver
copper	platinum	tin

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

# Brickmasons & Blockmasons

Brickmasons and blockmasons use bricks or stone to build or repair walls, floors, fireplaces, walkways, chimneys and more. They lift heavy items. They spend a lot of time standing, kneeling and bending.



Brickmasons and blockmasons have to measure things correctly. They sometimes measure in inches and feet. Complete the table and answer the questions below.

1 foot	2 feet	3 feet	4 feet
12 inches			

- Which is shorter: 2 feet or 20 inches? \_\_\_\_\_
- Which is longer: 3 feet or 38 inches? \_\_\_\_\_
- Miranda is 48 inches tall. How many feet tall is she? \_\_\_\_\_

## How Much Does it Pay?

More than \$ 30.00						
\$ 25.00-\$ 30.00						
\$ 20.00-\$ 25.00						
\$ 15.00-\$ 20.00						
Less than \$ 15.00						
Average Hourly Wage in South Dakota (2018)	Electricians	Civil Engineers	First-line Supervisors of Constr. Trades & Extraction Workers	Cost Estimators	Sheet Metal Workers	Brickmasons & Blockmasons

## Keep your “career antennae” up!

Land on the website below to explore many more careers in this same cluster. And we have 15 other career clusters to explore together!



[dlr.sd.gov/careerclusters](http://dlr.sd.gov/careerclusters)

The Career Clusters logo and its extensions are the property of the National Career Technical Education Foundation, as managed by NASDCTE. Auxiliary aids and services available upon request to individuals with disabilities. State and federal laws require the Department of Labor and Regulation to provide services to all qualified persons without regard to race, color, creed, religion, age, sex, ancestry, national origin, or disability.



## Arts, Audio/Video Technology & Communications

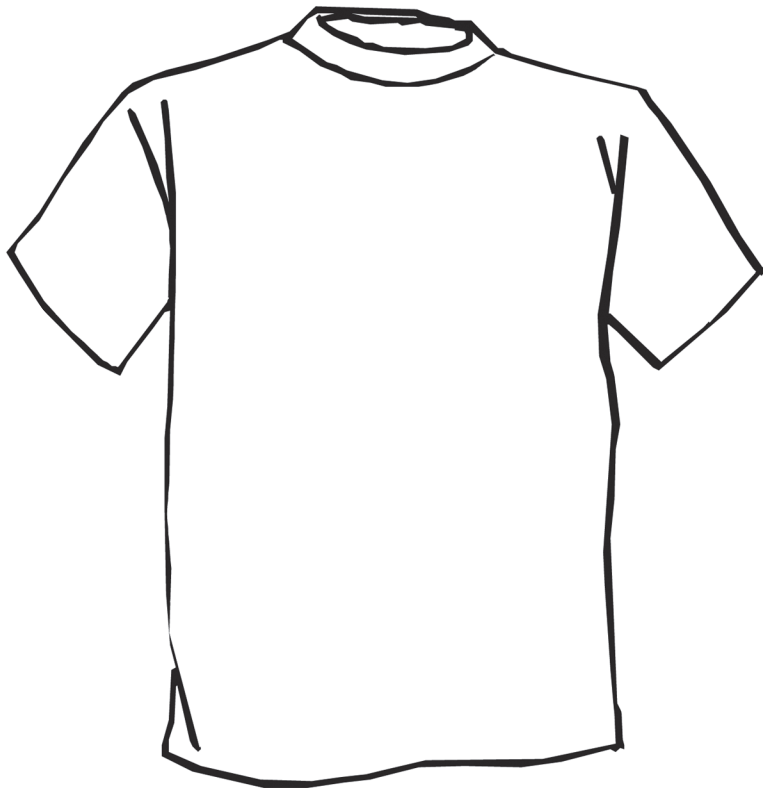
People in the Arts, Audio/Video Technology and Communications cluster like to be creative. Some of them use art and technology to show their ideas. Workers in this cluster may dance, sing, act, speak, write, draw, design or paint.

# Arts, A/V Technology & Communications

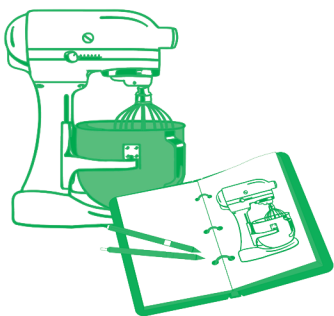
Graphic Designers ■ Commercial & Industrial Designers ■ Radio & Television Announcers  
Editors ■ Telecommunications Equipment Installers and Repairers ■ Writers & Authors

## Graphic Designers

Graphic designers create graphics for a product or service. They work for clients. Some design layouts for magazines, newspapers and books. Some design ads. They use computer software to create designs.



Graphic designers may create artwork for T-shirts. The T-shirts can promote a company, TV show, book, event, video game, etc. Draw a design on the T-shirt to promote one of these things.



## Commercial & Industrial Designers

Commercial and industrial designers create items people use every day. They design things like toys, pens, cereal boxes, home appliances and furniture. They sketch designs and make detailed drawings and models. They make items that are well designed and easy to use.

**You can find a commercial and industrial designer's work almost anywhere! List three things in your room that a commercial or industrial designer made.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## School Rules: (How much education do you need?)

Occupation	High School	Some Beyond High School	Associate Degree	Bachelor's Degree	Advanced Degree
Graphic Designers				✓	
Commercial & Industrial Designers				✓	
Radio & Television Announcers				✓	
Editors				✓	
Telecommunications Equipment Installers and Repairers		✓			
Writers & Authors				✓	

## Radio & Television Announcers

Radio and television announcers interview people, report on the weather, play music, cover sporting events and present the news. They make sure commercials are played at the right times. Announcers read from a script or make it up as they go. Some stations run 24 hours a day. This means an announcer might work very early in the morning or very late at night. Announcers need to have a nice voice and good speaking skills.



**Find a short news story. Rewrite it and read it aloud like you are an announcer.**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## Editors

Editors chose what materials to print or broadcast. They work for newspapers, magazines, publishing houses and television and radio stations. They figure out what people want to read or watch. They assign stories to reporters. They read the writers' stories. They rewrite or edit them if needed.



**Rewrite the sentences so they are correct:**

1. *we gone too the lake on saturday.*

---

2. *We seen fish at the beech*

---

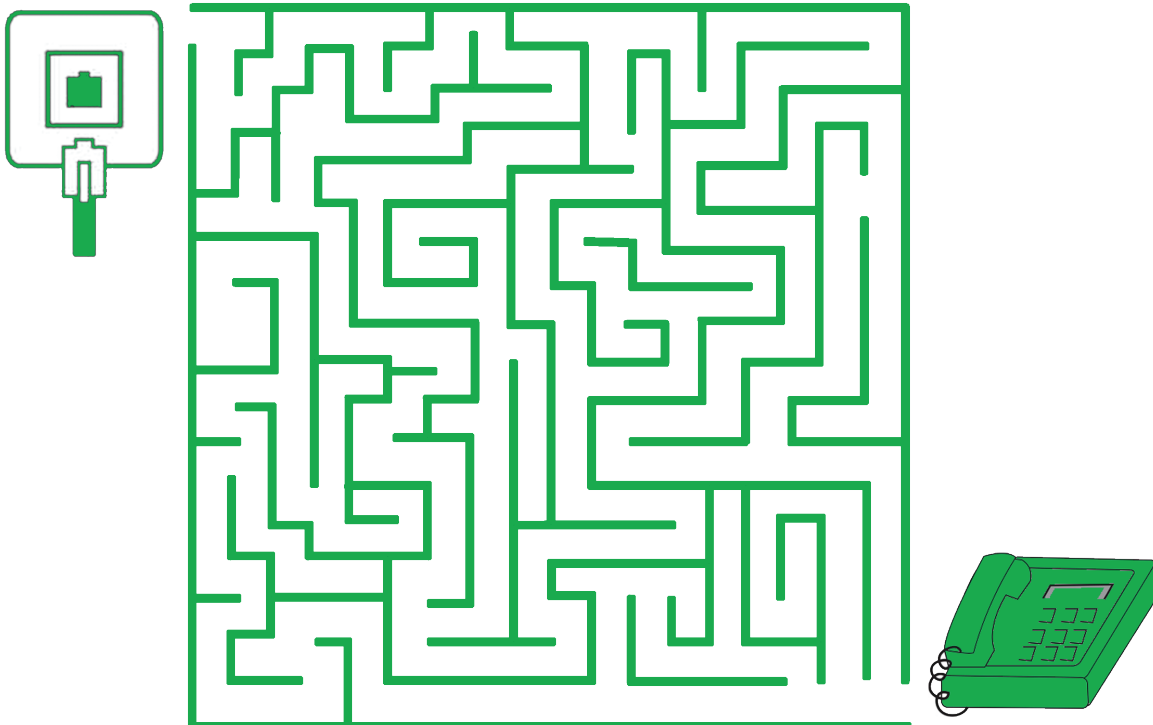
3. *Me and charlie want to go agin!*

---

## Telecommunications Equipment Installers and Repairers

Telecommunications equipment installers and repairers are sometimes call telecom technicians. They set up and maintain devices that carry signals used in communication. For example, they may work on telephone systems or internet routers. Some set up and replace phone routing and dialing equipment. Sometimes they repair or replace faulty, damaged equipment that is not working correctly. They may also show customers how to use equipment they install. These installers and repairers may work in offices, private homes and buildings that are under construction.

**Help the telecommunications equipment installer through the maze below, figuring out where the telephone wire must be strung to get service to the phone.**





## Writers & Authors

Writers and authors create stories and articles for books, newspapers, magazines, websites, radio, television, movies and ads. Nonfiction authors write about real people, real places and true events. Fiction writers create make-believe stories. Writers do research and sometimes interview people.

What is your favorite book or movie? \_\_\_\_\_

List three things the author might have researched to make the story believable:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## How Much Does it Pay?

More than \$ 30.00						
\$ 25.00-\$ 30.00					1	
\$ 20.00-\$ 25.00		1		1	1	1
\$ 15.00-\$ 20.00	1	1	1	1	1	1
Less than \$ 15.00	1	1	1	1	1	1
Average Hourly Wage in South Dakota (2018)	Graphic Designers	Commercial & Industrial Designers	Radio & Television Announcers	Editors	Telecommunications Equipment Installers and Repairers	Writers & Authors

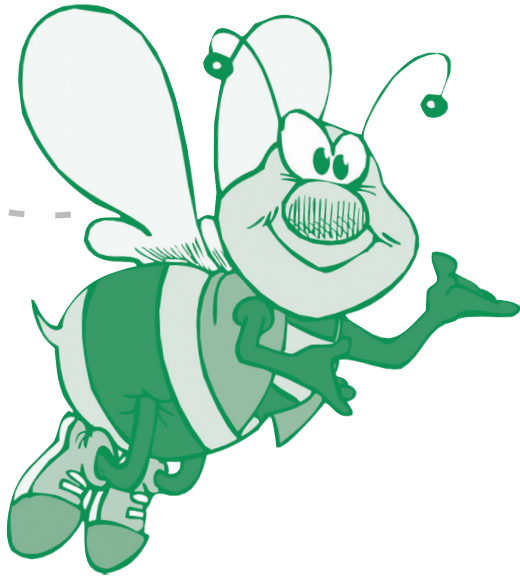
Keep your “career antennae” up!

Land on the website below to explore many more careers in this same cluster. And we have 15 other career clusters to explore together!



[dlr.sd.gov/careerclusters](http://dlr.sd.gov/careerclusters)

The Career Clusters logo and its extensions are the property of the National Career Technical Education Foundation, as managed by NASDCTE. Auxiliary aids and services available upon request to individuals with disabilities. State and federal laws require the Department of Labor and Regulation to provide services to all qualified persons without regard to race, color, creed, religion, age, sex, ancestry, national origin, or disability.



## Business Management & Administration

People in the Business Management & Administration cluster help businesses succeed. Most of them are good at math. They like to deal with money. They tend to be responsible and organized. They usually like to work with others.



# Business Management & Administration

Meeting, Convention and Event Planners ■ First-line Supervisors of Office & Administrative Support Workers ■ Stock Clerks and Order Fillers ■ Training and Development Specialists  
Customer Service Representatives ■ General Managers



## Meeting, Convention and Event Planners

They plan the details of group meetings, conventions and events. They choose the best site based on what the customer wants. They figure out how to set up the space. They may also plan the food for the event. Many times the activities are at hotels, so they may also figure out how many rooms to reserve. They oversee the staff at the event. They fix problems that happen during the event.

You are planning a friend's birthday party. List four things that need to be a part of the event.

1. \_\_\_\_\_

3. \_\_\_\_\_

2. \_\_\_\_\_

4. \_\_\_\_\_

## First-line Supervisors of Office & Administrative Support Workers



These supervisors are in charge of office workers. These workers include secretaries, file clerks, bank tellers and other people in offices. They schedule workers. They assign tasks. They may help with typing, proofing and data entry. They like working as part of a team and helping others.

The supervisor was scheduling some of her employees. Fill in the total hours each employee is scheduled to work. Answer the questions at the right of the table.

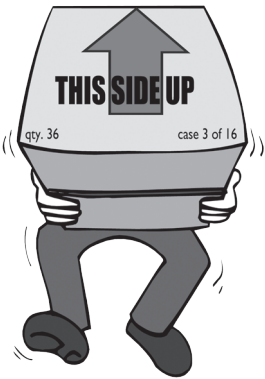
Employee Name	Workday and Hours							Total Hours
	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	
George	4	0	4	0	0	4	8	
Luisa	0	8	8	8	8	6	0	
Sam	4	6	6	4	0	0	4	

Full-time workers at this company work more than 35 hours each week. Which worker works full time?

Which worker works the fewest hours?

## School Rules: (How much education do you need?)

Occupation	High School	Some Beyond High School	Associate Degree	Bachelor's Degree	Advanced Degree
Meeting, Convention and Event Planners				✓	
First-line Supervisors of Office & Admin. Support Workers		✓			
Stock Clerks and Order Fillers	✓				
Training and Development Specialists				✓	
Customer Service Representatives	✓				
General Managers			✓		



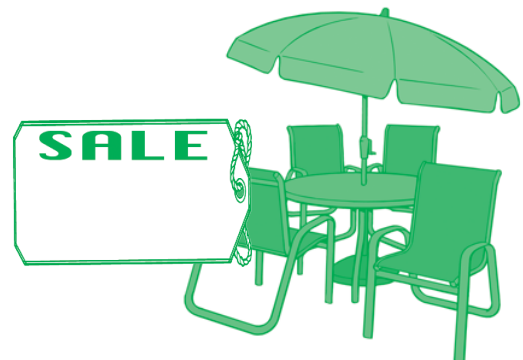
### Stock Clerks & Order Fillers

Stock clerks and order fillers get and store supplies and products. They usually work in a stockroom or warehouse. Some only handle supplies for employees. Others fill customer orders. They keep records of the items they have. They also put items on shelves in stores.

**Stock clerks sometimes mark down prices for sales. These items are all 15 percent off the regular price. Subtract the 15 percent off amount. Write the sale price in price tag.**



Reg. Price:     \$29.96  
 15% Off:     - 4.49



Reg. Price:     \$398.99  
 15% Off:     - 59.85



Reg. Price:     \$34.75  
 15% Off:     - 5.21



Reg. Price:     \$779.85  
 15% Off:     - 116.98

# Training & Development Specialists

Training and development specialists are in charge of training employees. They help new employees learn jobs. They help current employees improve their job skills. There are many different ways a trainer can teach people. Some use on-the-job training, classroom training, workshops or the Internet.



**Activity:** Chores you do at home are kind of like a job. List three things you would have to teach someone if they were to do one of your chores for you.

**Example:**

**Chore:** Washing dishes

1. How much soap to use
2. Making sure the water does not get too hot
3. Where to put the dishes once they have been washed

**Chore:** \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

# Customer Service Representatives

Customer service representatives help customers with orders and problems. They help customers place orders for things they want to buy and figure out their bill. They also handle product returns or complaints. They provide information about an organization's products and services. They answer customers questions. Their most important role is to keep the customer satisfied.



**Below are examples of ways customer service representatives handled situations with customers. Circle those examples where you think the customer received good service.**

1. Sonja returned to the store a toy she had bought for her little boy after it broke the first time he played with it. The customer service representative replaced the toy at no additional cost.
2. Max called the company he had purchased a new computer from, reporting the monitor kept flickering and blanking out for no reason. The customer service representative he talked to told him to search online for ways to fix it himself.
3. Sarah called a hotel reservation line to ask for a recommendation on where to stay in the area for a family vacation. The customer service representative asked several questions about what things were most important to them in a hotel. (For example, was having a swimming pool and free breakfast important.) Based on Sarah's answers to the questions, the representative suggested three hotel options and helped Sarah make a reservation at the one she chose.

# General Managers

General managers plan and direct the overall operations of a public agency or private company. They create policies and manage daily activities. They plan the use of materials and people to accomplish the tasks of the organization as efficiently as possible.



Unscramble the letters below to create words related to things a general manager deals with.

strerop \_\_\_\_\_

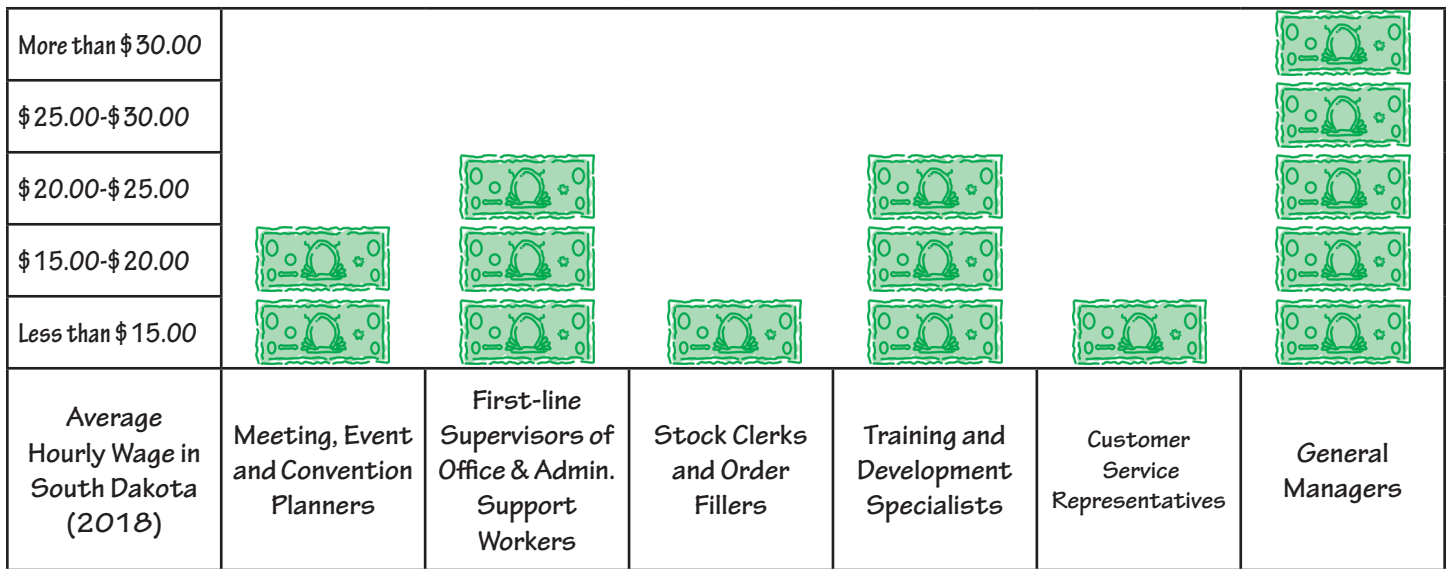
gubted \_\_\_\_\_

fasft \_\_\_\_\_

pilsupes \_\_\_\_\_

mociminactuno \_\_\_\_\_

## How Much Does it Pay?



Keep your “career antennae” up!

Land on the website below to explore many more careers in this same cluster. And we have 15 other career clusters to explore together!



[dlr.sd.gov/careerclusters](http://dlr.sd.gov/careerclusters)

The Career Clusters logo and its extensions are the property of the National Career Technical Education Foundation, as managed by NASDCTE. Auxiliary aids and services available upon request to individuals with disabilities. State and federal laws require the Department of Labor and Regulation to provide services to all qualified persons without regard to race, color, creed, religion, age, sex, ancestry, national origin, or disability.



## Education & Training

People in the Education & Training cluster help people learn. Many of them like working with children or teens. Creativity, good speaking skills and patience are important for those in this cluster. Many of them work in schools. Others train people at work.

# Education & Training

*Elementary School Teachers ■ Secondary School Teachers ■ Middle School Teachers  
Library Technicians ■ Educational, Guidance, School and Vocational Counselors  
Special Education Teachers, Kindergarten and Elementary School*



## Elementary School Teachers, except Special Education

Elementary school teachers help younger students learn about basic school subjects. They teach math, reading and writing. Most of them teach many subjects. They prepare lessons and tests. They grade papers. They meet with parents to talk about how children are doing.

**Your teachers create lesson plans. Lesson plans include what students should learn and how the lesson will be taught. Homework and tests let teachers know if students understood the lessons. Pick one of your favorite subjects. Answer the questions below to help make your own lesson plan.**

What is the title of the lesson?

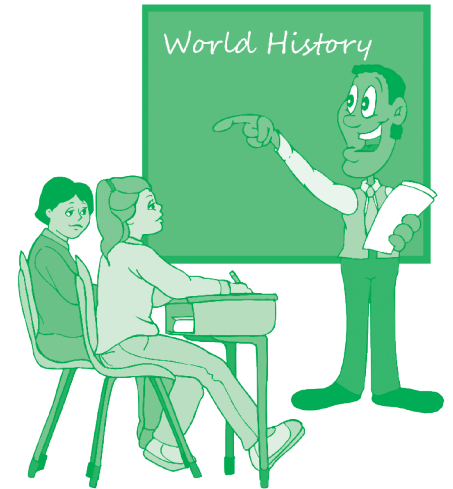
How much time will it take to do?

What things do you need to teach the lesson?

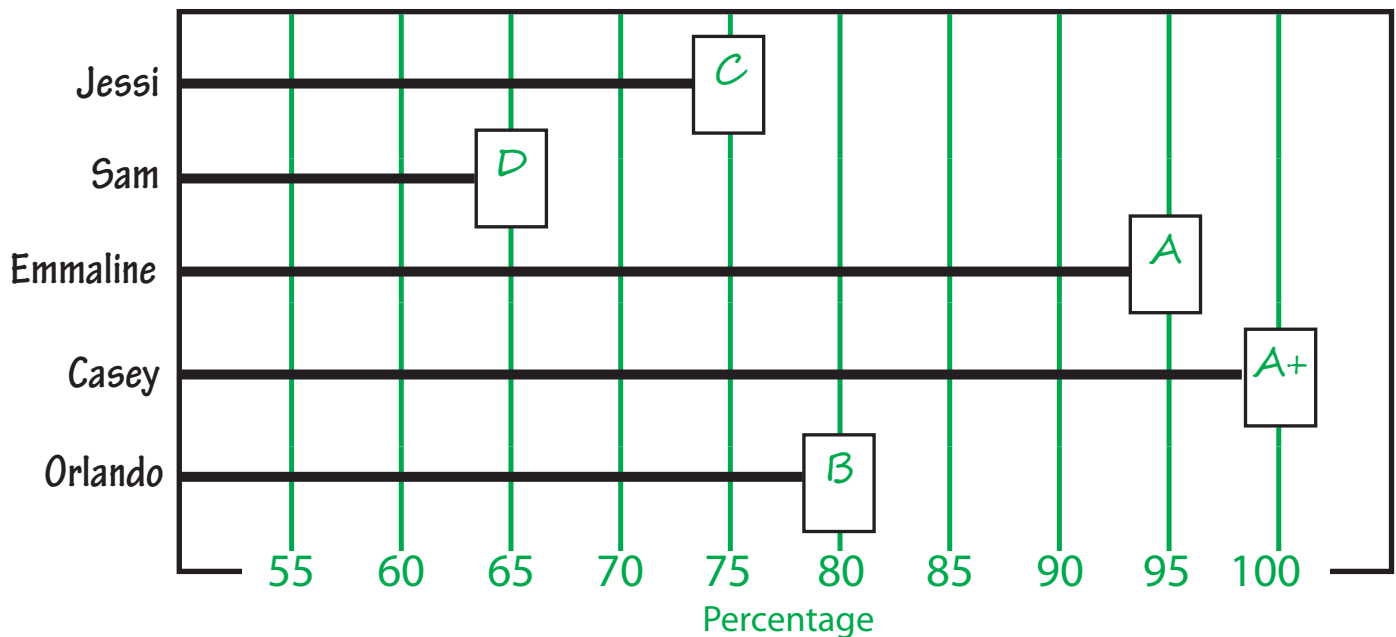
What should students have learned when the lesson is done?

## Secondary School Teachers, except Special & Career/Technical Education

Secondary school teachers teach high school students. They teach English, speech, health, band, life science, theater, history, foreign languages and more. A teacher might teach one or many subjects. They plan lessons. They give tests to students. They grade papers and tests. They may counsel students. They help students get ready for college and careers.



Mr. Byron charted the scores for his students' tests. Answer the questions about the chart.



1. Who got the highest score? \_\_\_\_\_

2. What score did Jessi get? \_\_\_\_\_

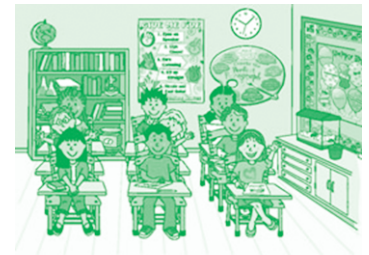
3. Did anyone fail the test (failing is below 60 percent)? \_\_\_\_\_

4. Who scored 15 percent higher than Sam? \_\_\_\_\_

## School Rules: (How much education do you need?)

Occupation	High School	Some Beyond High School	Associate Degree	Bachelor's Degree	Advanced Degree
Elementary School Teachers				✓	
Secondary School Teachers				✓	
Middle School Teachers				✓	
Library Technicians		✓			
Educational, Guidance, School & Vocational Counselors					✓
Special Education Teachers, Kindergarten & Elementary				✓	

## Middle School Teachers, except Special & Career/Technical Education



Middle school is the next step for students after elementary school. Many middle school teachers teach one subject, like language arts, science or social studies. They help students learn more than the basic things taught in elementary school. They also help students get ready for high school. They prepare lessons and tests. They grade papers. They make sure students follow the rules. They talk to parents about how their children are doing.

Find and circle the school subjects middle school teachers may teach.

- ART
- BAND
- COMPUTERS
- HEALTH
- LANGUAGE ARTS
- MATH
- ORCHESTRA
- PHYSICAL EDUCATION
- READING
- SCIENCE
- SOCIAL STUDIES
- VOCAL MUSIC

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





# Library Technicians

Library technicians help librarians with the daily tasks in the library. They sort and put away books, help people find books, and check books in and out. Some technicians take bookmobiles to areas where there are not libraries.

Sort the books alphabetically by the author's last name.

- | Author's name                | Book title                     |
|------------------------------|--------------------------------|
| 1. <i>Applebottom, Niles</i> | <i>Ghouls in the Graveyard</i> |
| 2. _____                     | _____                          |
| 3. _____                     | _____                          |
| 4. _____                     | _____                          |
| 5. _____                     | _____                          |
| 6. _____                     | _____                          |
| 7. _____                     | _____                          |

- Ghouls in the Graveyard** Applebottom, Niles
- Seekers of the Spark** Melcher, Josephine
- Jeffery Lee: THE CASE OF THE MISSING WALLABY** Cruz, Ena
- The Spirit Scout** Poultrant, Nikolas
- TRINA'S TALL TALES** Beck, Bekka
- SHOUT!** TAN, SARA
- The Misadventures of Millie McCherrie** Stark, Amy



The biggest library in the world is the Library of Congress in Washington, D.C. It has more than 140 million items!

# Educational, Vocational & School Counselors

Educational, vocational and school counselors help people figure out what they want to be when they grow up. Most of them work in schools. They help students discover their skills and interests. Those working in high schools help students prepare for college or a career.



What do you want to be when you grow up? List three subjects or skills you'll need to know to do your job.

I want to be a(n): \_\_\_\_\_

I'll need to know: \_\_\_\_\_






## Special Education Teachers, Kindergarten & Elementary School

Special education teachers help students who have medical, emotional or learning problems. These problems don't have anything to do with how smart people are. They just learn in a different way. Special education teachers help these students find ways to learn. They sometimes have fewer students to teach. Many come up with lessons plans for each student.

**Some kids have speech-language problems. Teachers may use rhyming words to help young students learn the sounds letters make. Match the word pairs on the left to the rhyming word pairs on the right that mean the same thing.**

tiny sphere	thin grin
unhappy boy	town clown
skinny smile	sad lad
city joker	beat heat
dazzling glow	bright light
defeat hot	height freight
top terror	small ball

### How Much Does it Pay?

More than \$ 30.00						
\$ 25.00-\$ 30.00						
\$ 20.00-\$ 25.00						
\$ 15.00-\$ 20.00	Annual Salary is approximately \$ 43,136	Annual Salary is approximately \$ 42,960	Annual Salary is approximately \$ 43,862		 	Annual Salary is approximately \$ 43,764
Less than \$ 15.00						
Average Hourly Wage in South Dakota (2018)	Elementary School Teachers	Secondary School Teachers	Middle School Teachers	Library Technicians	Educational, Guidance, School and Vocational Counselors	Special Education Teachers, Kindergarten & Elementary School

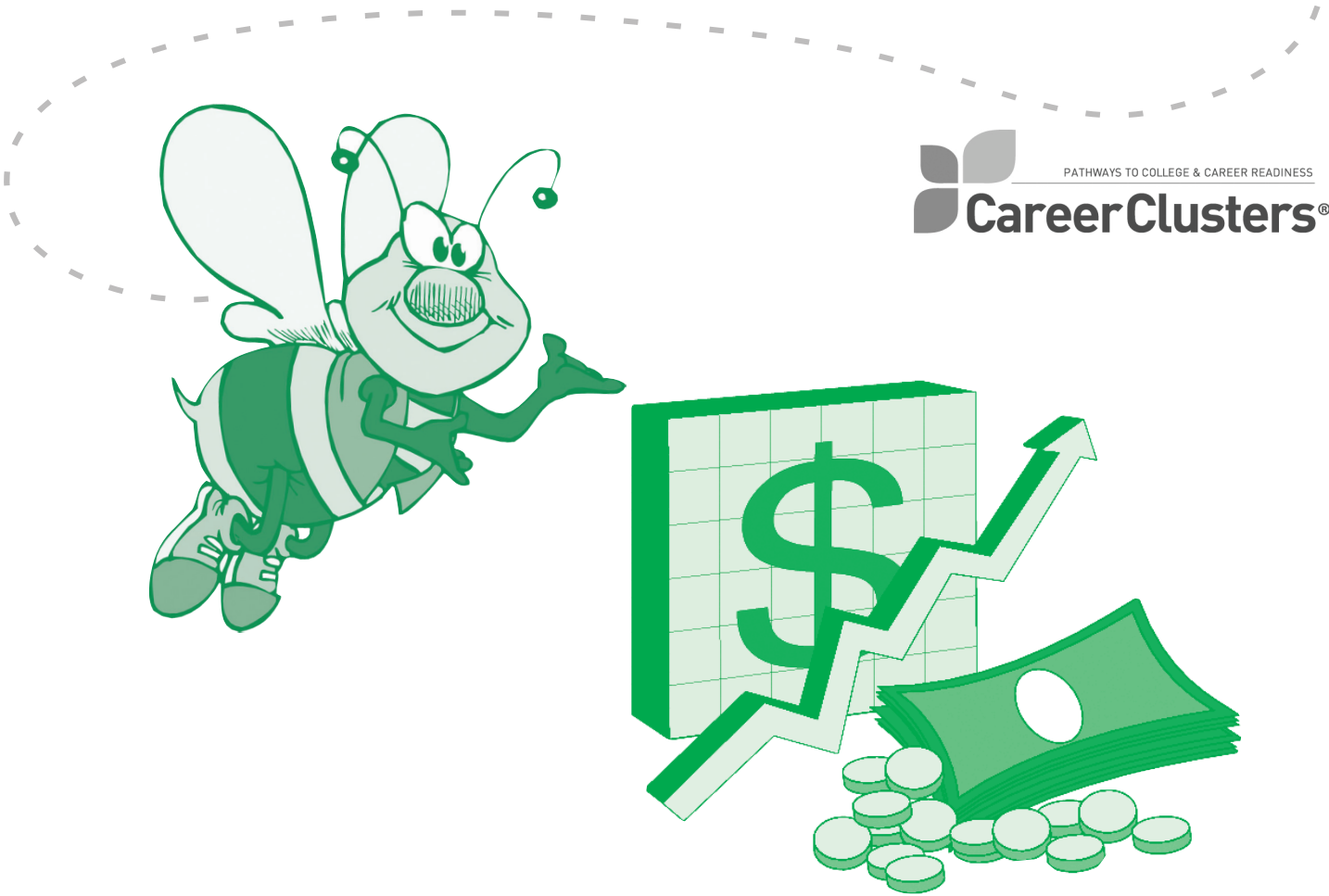
### Keep your "career antennae" up!

Land on the website below to explore many more careers in this same cluster. And we have 15 other career clusters to explore together!



[dlr.sd.gov/careerclusters](http://dlr.sd.gov/careerclusters)

The Career Clusters logo and its extensions are the property of the National Career Technical Education Foundation, as managed by NASDCTE. Auxiliary aids and services available upon request to individuals with disabilities. State and federal laws require the Department of Labor and Regulation to provide services to all qualified persons without regard to race, color, creed, religion, age, sex, ancestry, national origin, or disability.



# Finance

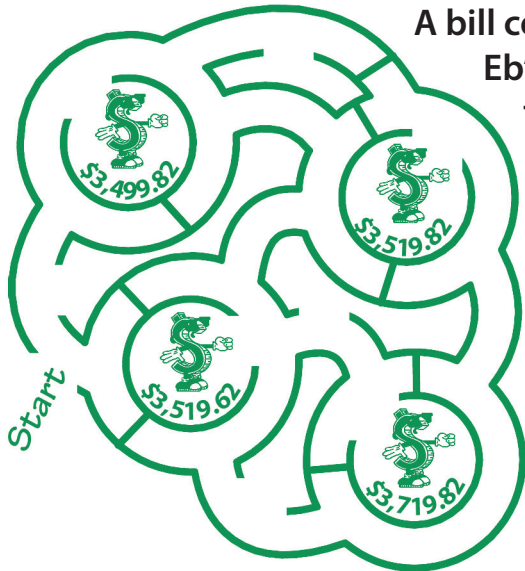
People in the Finance cluster work with money. They are good at math, time management and working with numbers. They like to lead. Some of them help people and businesses figure out how to spend and invest money.

# Finance

Bill & Account Collectors ■ Insurance Sales Agents ■ Loan Officers  
 Financial Analysts ■ Credit Analysts ■ Personal Financial Advisors

## Bill & Account Collectors

Bill and account collectors find people who have not paid their bills. They contact people by phone, mail or in person to let them know when bills are overdue. They try to get people to agree to pay their bills. They sometimes have to talk to upset or angry people.



A bill collector is trying to collect payments that are past due on Eb's credit card. Figure out how much Eb owes. Then lead the bill collector through the maze to the right amount.

Flat screen TV	\$1,149.25
Groceries	\$345.24
Video system & games	\$423.57
Airline ticket	\$862.15
Hotel rooms	\$739.61

## Insurance Sales Agents

Insurance sales agents sell insurance to people and companies. Insurance helps protect health, lives and property. Some agents sell only one type of insurance. Other agents sell many types. They also write reports. They help customers with insurance claims.



Find the types of insurance in the word find.

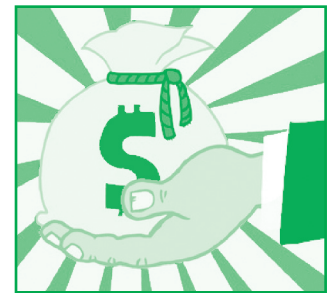
auto	D D E N T A L I F F V
crop	R A V C V I S I O V I
dental	D I S A B I L I T Y S
disability	R E N T E D S Y H H I
flood	E L H E A L T H O Z O
health	N A O R A R F E M W N
homeowners	T H O M E O W N E R S
life	E U T P G F L O O D H
pet	R Z O W O B P P W L S
property	S R Z T W P O E B I O
renters	P H U A M R P C T F F
vision	R A D Q C Y J X Z E J

## School Rules: (How much education do you need?)

Occupation	High School	Some Beyond High School	Associate Degree	Bachelor's Degree	Advanced Degree
Bill & Account Collectors	✓				
Insurance Sales Agents		✓			
Loan Officers			✓		
Financial Analysts				✓	
Credit Analysts				✓	
Personal Financial Advisors				✓	

## Loan Officers

Loan officers help people who want to borrow money. They look at applications for loans. They decide who can get loans. Loans help people pay for things like houses, cars and college. Other loans help businesses or farms. Loan officers also set up how people pay back the loans.



**Charlotte wants to buy a fancy new bike. The bike is \$500. She wants to get a loan. The loan officer tells her there is a fee for borrowing the money. This is called interest. The interest can add up to a lot of extra money over time. She can choose different lengths of time to pay off the loan.**

**Fill in the last row of the table and answer the questions.**

Loan paid off in:	Monthly payment (includes interest)	Total paid (includes interest)	How much extra money will she spend?
3 months	\$ 168.06	\$ 504.18	\$ 4.18
6 months	\$ 84.55	\$ 507.30	
9 months	\$ 56.72	\$ 510.48	
12 months	\$ 42.80	\$ 513.60	
24 months	\$ 21.94	\$ 526.56	

If she bought the bike without a loan, it would be \$500. How much extra will she spend if she gets a loan and pays it off over 1 year?

If she wants to pay no more than \$25 each month, how many months will it take to pay off the loan?

# Financial Analysts

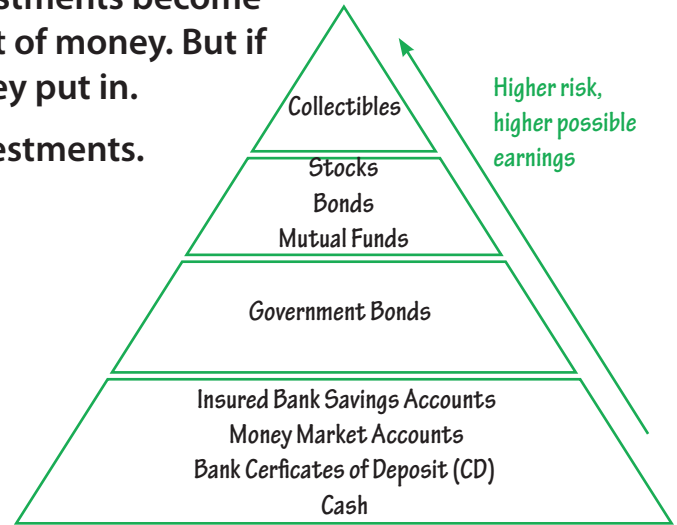
Financial analysts help people and businesses with savings and investments. An investment is money that is put into things that may earn more money in the future. Money can be put into stocks, savings accounts, bonds, mutual funds and more. Analysts research companies. They suggest the best places to put money. Investments can be risky. They also explain the risks.



The pyramid lists some of the types of investments out there. The least risky investments are at the bottom of the pyramid. These investments are safer, but earn less money. As you go up the pyramid, the investments become riskier. If the risk pays off, people can make a lot of money. But if it doesn't, people can lose the all the money they put in.

Of the choices below, circle the two riskiest investments. (Look at the pyramid for help.)

- A. Stocks
- B. Government Bonds
- C. Collectibles (art, baseball cards, coins, stamps, etc.)
- D. Insured Bank Savings Accounts



# Credit Analysts

Credit analysts figure out how risky it is to loan money to people or businesses. They look at credit reports. The credit reports show things like if loan seekers have paid their bills on time. Analysts write reports about how risky a loan would be. Those reports are used to decide if a loan should be made. They sometimes create payment plans.

Credit analysts might use credit scores to see if a person qualifies for a loan. One system uses a range from 300 to 850. The higher the score, the better chance someone has to get a loan. Look at the credit scores and answer the questions.

	Credit Score
Adam	404
Georgia	775
Jennilee	397
Madison	702
Warren	803

1. Who has the best credit score? \_\_\_\_\_

2. There are two scores that when added together are still lower than the best score. Whose scores are these?

\_\_\_\_\_ and \_\_\_\_\_

What is the total of these two scores? \_\_\_\_\_

3. Scores of 700 and above are good credit scores. Who can get loans if the lowest score you could have 700?

\_\_\_\_\_

# Personal Financial Advisors

Personal financial advisors give people advice on spending and saving money. They help figure out things like retirement plans or how to save for college. Advisors help people choose investments like stocks, bonds, mutual funds and real estate. They need to know a lot about tax laws, investing and insurance.



**Advisors help set up short-term and long-term saving goals. For short-term goals, you have to save for a week to a couple of months. Saving for long-term items takes months or years. Circle the long-term items on the list.**

bike

video game

college

car

computer

jeans

movie tickets

baseball glove

## How Much Does it Pay?

More than \$ 30.00						
\$ 25.00-\$ 30.00						
\$ 20.00-\$ 25.00						
\$ 15.00-\$ 20.00						
Less than \$ 15.00						
Average Hourly Wage in South Dakota (2018)	Bill & Account Collectors	Insurance Sales Agents	Loan Officers	Financial Analysts	Credit Analysts	Personal Financial Advisors

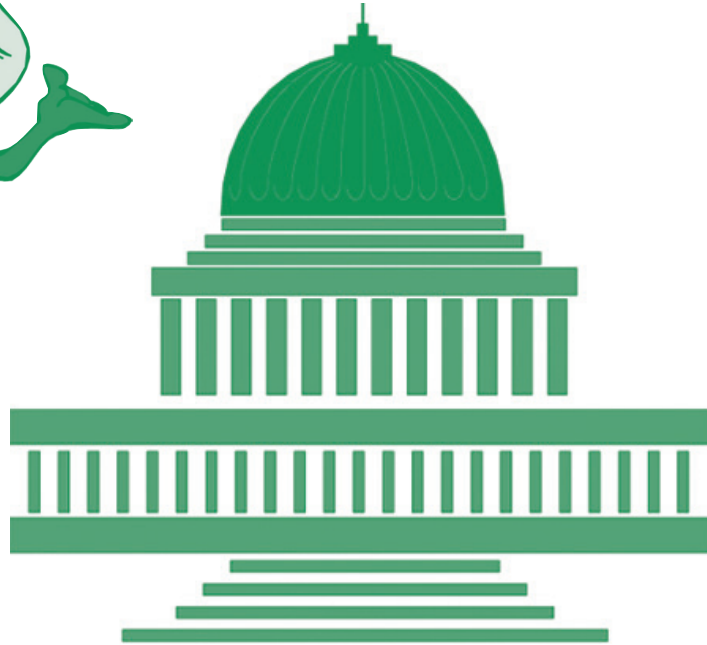
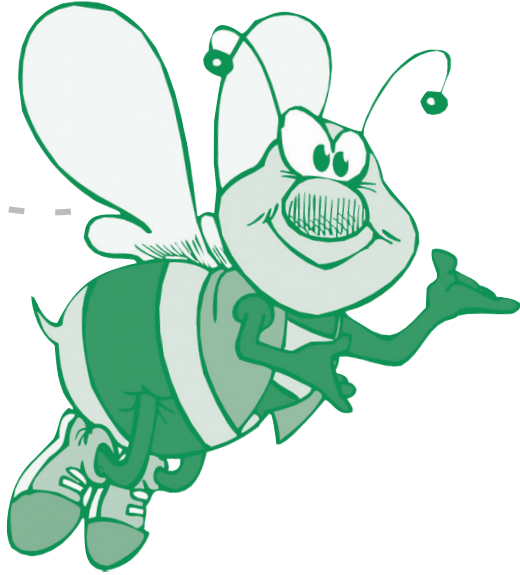
Keep your “career antennae” up!

Land on the website below to explore many more careers in this same cluster. And we have 15 other career clusters to explore together!



[dlr.sd.gov/careerclusters](http://dlr.sd.gov/careerclusters)

The Career Clusters logo and its extensions are the property of the National Career Technical Education Foundation, as managed by NASDCTE. Auxiliary aids and services available upon request to individuals with disabilities. State and federal laws require the Department of Labor and Regulation to provide services to all qualified persons without regard to race, color, creed, religion, age, sex, ancestry, national origin, or disability.



## Government & Public Administration

People in the Government & Public Administration cluster help improve people's lives. They work in government at the state, federal and local levels. Usually they like social studies and history. They need to speak and write well.

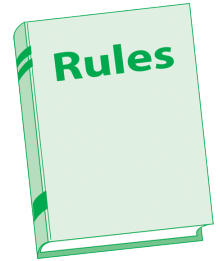


# Government & Public Administration

Compliance Officers ■ Court, Municipal & License Clerks  
Eligibility Interviewers, Government Programs ■ Urban and Regional Planners  
Transportation Inspectors ■ Tax Examiners & Collectors & Revenue Agents

## Compliance Officers

They make sure laws and rules are followed. They have to keep up with changes in laws and rules. Some of them make sure students do not miss school. Others make sure products weigh what they are supposed to. Some of them make sure companies follow government guidelines. They keep records and write reports about their findings.



List two school or classroom rules below.

### School or Classroom Rules

1. \_\_\_\_\_
2. \_\_\_\_\_

What happens when the rules are broken?



## Court, Municipal & License Clerks

Court, municipal and license clerks work in courtrooms, for towns or for government agencies. In courtrooms, they schedule the order of cases or get information for judges. For towns and cities, they might type agendas for city council meetings or answer letters. License clerks take care of things like marriage licenses, driver's licenses and business permits.

Put the court cases in order by date and time.

Date	Time	Name
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

JUNE 8, 8 A.M. BARRY SCHMELLY
JUNE 6, 8 A.M. GUS UNDHEIT
JUNE 7, 9:00 A.M. HAYDEN SEEK
JUNE 8, 4:30 P.M. WENDY BOUGHBREAKS
JUNE 6, 12 P.M. KEN DAHL
JUNE 7, 7:15 P.M. AL KATRAZ

## School Rules: (How much education do you need?)

Occupation	High School	Some Beyond High School	Associate Degree	Bachelor's Degree	Advanced Degree
Compliance Officers				✓	
Court, Municipal & License Clerks	✓				
Eligibility Interviewers, Government Programs			✓		
Urban and Regional Planners					✓
Transportation Inspectors		✓			
Tax Examiners & Collectors & Revenue Agents				✓	

## Eligibility Interviewers, Government Programs

Eligibility interviewers talk to people who apply for public aid. They figure out if people qualify for programs like social security and welfare. Some of them see if people can get things like public housing and unemployment benefits. They also answer questions about aid programs. Some of them make sure people told the truth to get this aid.

**One program helps people pay for home heating costs. There is a limit on how much everyone living in the house can earn over a three-month period. If they earn more, they cannot get help. The table shows how much can be earned. Answer the questions based on the table.**



Number of people living in the house	Total that everyone in the house can earn over 3 months
1	\$ 5,149
2	\$ 6,969
3	\$ 8,789
4	\$ 10,609
5	\$ 12,429

**Helen and her husband Henry applied for heating aid. Helen makes \$ 3,423 over three months. Henry makes \$ 2,946 over three months. What is the total that everyone living in the house earns over three months?**

**Would their income qualify for help with heating? \_\_\_\_\_**

**Later, their son Joey moves in to help around the house. If he makes \$ 2,430 over three months, would they still get heating aid? (Helen and Henry make what they did before).**

## Urban & Regional Planners

Urban and regional planners figure out the best ways for cities to use land. They look for places to build houses, schools, parks and businesses. They figure out how to handle traffic problems. They fix up run-down areas. They also study what could happen to the environment and wildlife if a project is built.



**What would you build on an empty lot in the middle of your town? What would you need for your plan to work? Write a list below.**

I would use the land for: \_\_\_\_\_

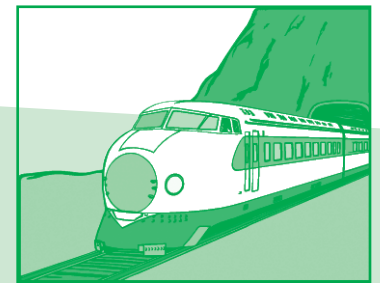
\_\_\_\_\_

Things that would be needed: \_\_\_\_\_

\_\_\_\_\_

## Transportation Inspectors

Transportation inspectors check out planes, public transportation and railroads to make sure they are safe. Some inspectors check out packages and freight. Some inspect semi-trucks and make sure they are not over weight limits.



**Unscramble the words having to do with transportation and inspections.**

acsel \_\_\_\_\_

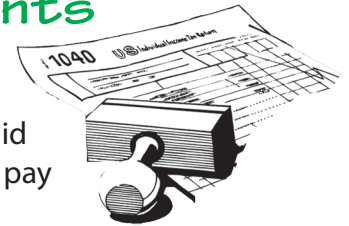
grifhet \_\_\_\_\_

praleani \_\_\_\_\_

ranti \_\_\_\_\_

# Tax Examiners, Collectors & Revenue Agents

Tax examiners, collectors and revenue agents work for federal, state or local governments. Tax examiners and revenue agents look at tax forms. They see if taxpayers have followed tax laws. Tax collectors work with people who have not paid their taxes. They check out why they have not paid. They try to get these people to pay their debt.



**A tax examiner finds two accounts did not pay the right amounts. How much more does each person or company need to pay?**

1. Polly's Parrot House – Paid \$ 250.15, should have paid \$ 451.50

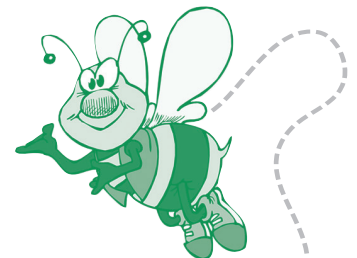
2. Berrie, Rob – Paid \$ 201.74, should have paid \$ 1,274.03

## How Much Does it Pay?

More than \$ 30.00						
\$ 25.00-\$ 30.00						
\$ 20.00-\$ 25.00						
\$ 15.00-\$ 20.00						
Less than \$ 15.00						
Average Hourly Wage in South Dakota (2018)	Compliance Officers	Court, Municipal & License Clerks	Eligibility Interviewers, Government Programs	Urban & Regional Planners	Transportation Inspectors	Tax Examiners & Collectors & Revenue Agents

Keep your “career antennae” up!

Land on the website below to explore many more careers in this same cluster. And we have 15 other career clusters to explore together!



[dlr.sd.gov/careerclusters](http://dlr.sd.gov/careerclusters)

The Career Clusters logo and its extensions are the property of the National Career Technical Education Foundation, as managed by NASDCTE. Auxiliary aids and services available upon request to individuals with disabilities. State and federal laws require the Department of Labor and Regulation to provide services to all qualified persons without regard to race, color, creed, religion, age, sex, ancestry, national origin, or disability.

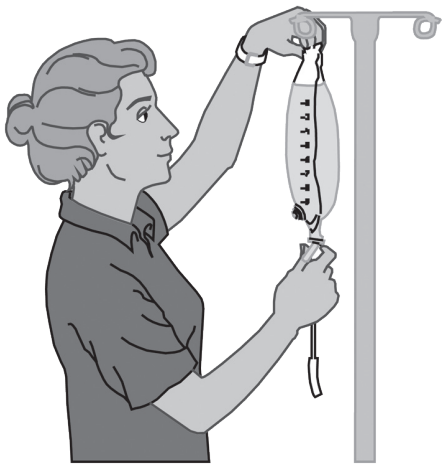


## Health Science

People in the Health Science cluster promote health and wellness. Some of them take care of people who are ill or hurt. Others do research and try to find treatments and cures. They like school, especially science classes.

# Health Science

Registered Nurses ■ Pharmacists ■ Physical Therapists ■ Physician Assistants  
Medical & Clinical Laboratory Technicians ■ Family & General Practitioners



## Registered Nurses

Registered nurses (RNs) care for sick and injured people. They talk with patients. They answer questions. They help people stay healthy. They help doctors with exams and treatments. They work in many health care places, including hospitals, clinics and nursing homes. Some work in schools or in people's homes. Registered nurses may have more training than some other nurses. They also may be in charge of other nurses. Sometimes they work in one area, like with children or in an emergency room.

**Registered nurses study many different subjects. This includes a lot of science classes. Match the school subject to its definition.**

Chemistry

How the human mind works.

Biology

How liquids, solids and gases work.

Anatomy

How all living things work.

Psychology

How the human body is built.

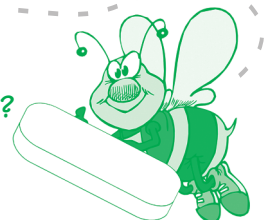


## Pharmacists

Pharmacists give out the medicines doctors have prescribed to patients. They give patients information on how to take the medicine. They also tell patients about side effects. They answer questions about all kinds of medicines. They must understand what ingredients make up medications.

**A patient has a prescription for a cold. He needs to take three pills a day for seven days. How many pills should the pharmacist give him?**

Did you know penicillin was one of the first antibiotics discovered?  
It is used to treat many bacterial infections.



## School Rules: (How much education do you need?)

Occupation	High School	Some Beyond High School	Associate Degree	Bachelor's Degree	Advanced Degree
Registered Nurses				✓	
Pharmacists					✓
Physical Therapists					✓
Physician Assistants					✓
Clinical Laboratory Technologists & Technicians				✓	
Family & General Practitioners					✓

## Physical Therapists

Sometimes when people are hurt in accidents or get sick, they need to learn how to move again. Physical therapists help patients move more, get stronger and decrease pain. Therapists teach patients how to handle injuries or illnesses with exercise. They teach patients how to use equipment like wheelchairs and crutches.



Use the hand you normally use to write your first name. Then, write your name again, but use your other hand. Draw something in the box using the “wrong” hand. How does it feel to write/draw with the hand you normally do not use?

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

Name: \_\_\_\_\_  
(Write with “wrong” hand)

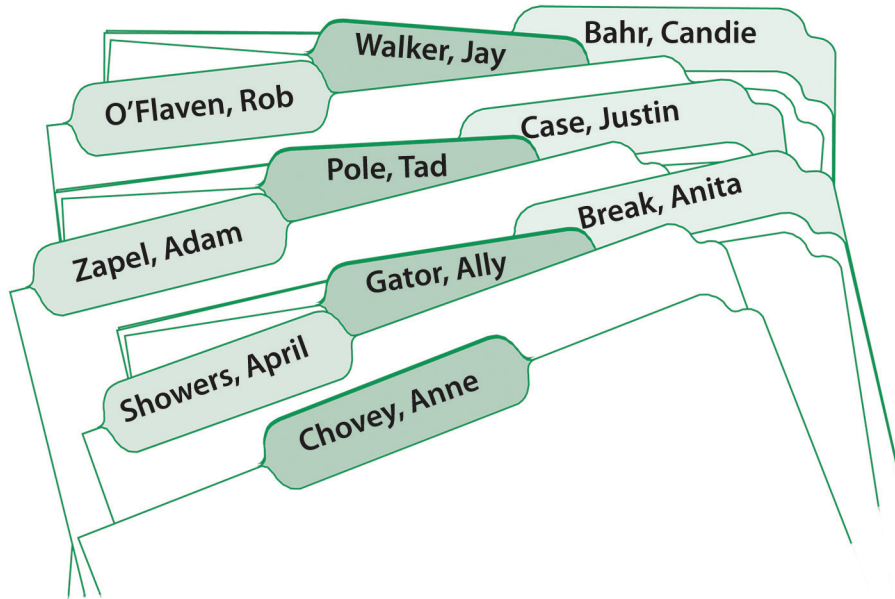


# Physician Assistants

Physician assistants help doctors with medical tasks. They record a patient’s medical information, give exams, order lab tests, diagnose problems and prescribe medications. They sometimes take care of minor injuries. Doctors oversee their work.



Alphabetize these patient charts.



1. Bahr, Candie
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

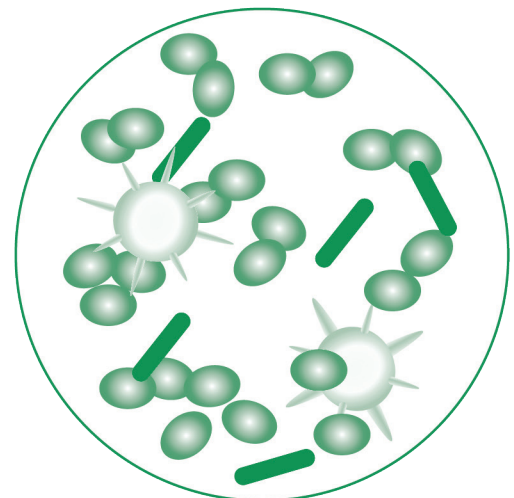
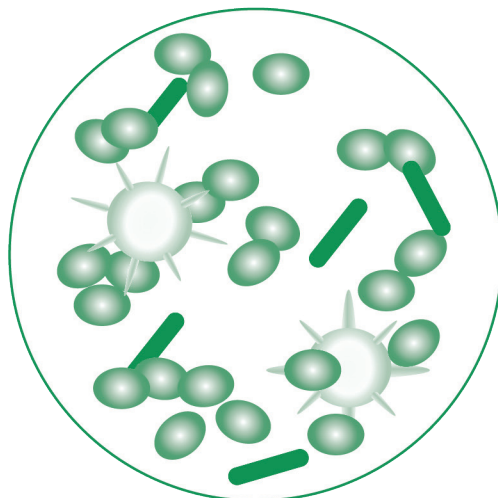
# Clinical Laboratory Technologists & Technicians

They run medical lab tests. They look at blood and tissue samples, bodily fluids and cells. Many of these tests help find, diagnose and treat illnesses. They may also run and look at drug tests for athletes or workers. They enter results in patients’ files.



The lab tech is looking at two cell slides. Circle the differences in the slide on the right.

Hint:  
There are five differences.





# Family & General Practitioners

Family and general practitioners are medical doctors who provide general care to patients. They know about a lot of health issues. They want to check and see that the patient's body is working like it should. They diagnose, treat and help prevent diseases and injuries. They also prescribe medicine. They spend many years going to school.



Unscramble the clue words below. Copy the letters in the numbered boxes to other boxes with the same number.

L A E H T H Y										E M X A				
S E T S T										G H I E W T				
E S U N R										F E R E V				

What did the doctor give the sick bird?

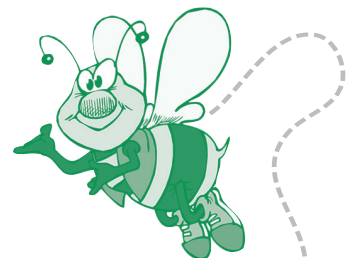
1	2	3	4	5	6	7	8	9	

## How Much Does it Pay?

More than \$ 30.00						
\$ 25.00-\$ 30.00						
\$ 20.00-\$ 25.00						
\$ 15.00-\$ 20.00						
Less than \$ 15.00						
Average Hourly Wage in South Dakota (2018)	Registered Nurses	Pharmacists	Physical Therapists	Physician Assistants	Clinical Laboratory Techs	Family & General Practitioners

Keep your "career antennae" up!

Land on the website below to explore many more careers in this same cluster. And we have 15 other career clusters to explore together!



[dlr.sd.gov/careerclusters](http://dlr.sd.gov/careerclusters)

The Career Clusters logo and its extensions are the property of the National Career Technical Education Foundation, as managed by NASDCTE. Auxiliary aids and services available upon request to individuals with disabilities. State and federal laws require the Department of Labor and Regulation to provide services to all qualified persons without regard to race, color, creed, religion, age, sex, ancestry, national origin, or disability.



## Hospitality & Tourism

People in the Hospitality and Tourism cluster help people on trips or other outings. Some help make travel plans. Many of them work at eating places, hotels, amusement parks, museums or sporting events.

# Hospitality & Tourism

Hotel, Motel & Resort Desk Clerks ■ First-Line Supervisors of Food Preparation & Serving Workers  
Food Service Managers ■ Recreation Workers  
Reservation & Transportation Ticket Agents & Travel Clerks ■ Lodging Managers

## Hotel, Motel & Resort Desk Clerks



Hotel, motel and resort desk clerks greet, check-in and check-out guests. They give guests keys and take payments. They direct guests to their rooms and answer questions. They also take reservations. They are often the first people guests meet in a hotel, so they should be friendly.

**The Jeffersons stayed at a hotel for three nights. The first two nights were \$76.99 each. The third night was \$89.99. The total tax for all three nights was \$19.53. How much do they owe?**

## First-Line Supervisors of Food Preparation & Serving Workers

These supervisors are in charge of workers who make and serve food. They train workers. They also teach workers about food safety and keeping areas clean. Some may hire and fire people. They count and deposit money. They may make up work schedules and assign jobs to people. They listen to customers' complaints and try to fix problems.

**Circle what you might do if customers complain about the food or the service.**

*Listen to what the customer says.*

*Thank them for letting you know about the problem.*

*Roll your eyes because the customers don't know what they're talking about.*

*Interrupt the customers (because you know what they're going to say and you want to make them happy faster).*

*Say you're sorry, even if you don't think there's anything to be sorry for.*

*Discount the bill or give them a gift certificate for their next visit.*



## School Rules: (How much education do you need?)

Occupation	High School	Some Beyond High School	Associate Degree	Bachelor's Degree	Advanced Degree
Hotel, Motel & Resort Desk Clerks	✓				
First-Line Supervisors of Food Prep. & Serving Workers	✓				
Food Service Managers	✓				
Recreation Workers	✓				
Reservation & Trans. Ticket Agents & Travel Clerks	✓				
Lodging Managers	✓				

## Food Service Managers

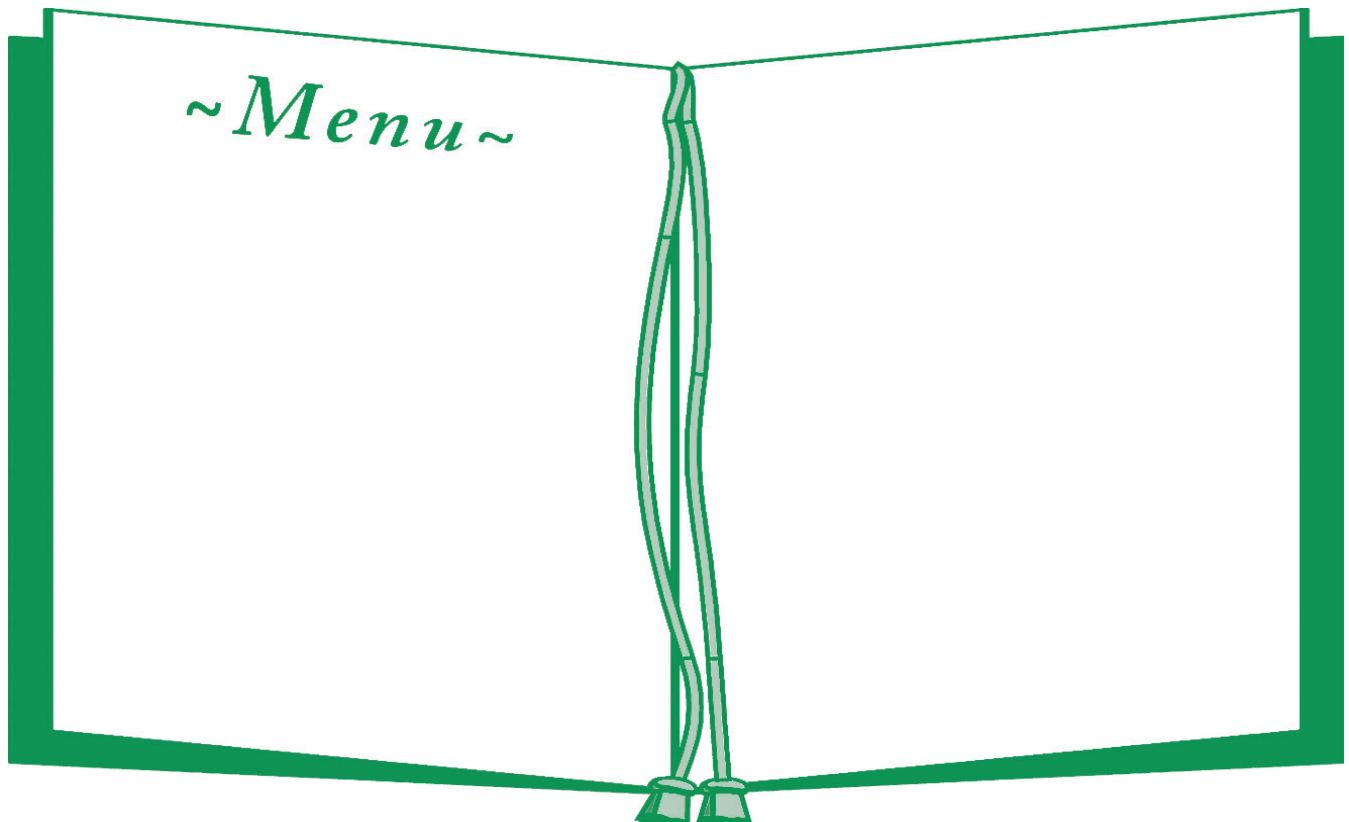
Food managers are in charge of places that have food and drinks. They manage diners, fast-food chains, restaurants, school cafeterias and more. Some choose menu items and figure out what to charge. They train workers and make sure food is being made correctly.



If you were a food manager, what kinds of food would you serve? Write four dishes you would offer and the prices in the menu.

Restaurant name:

---



## Recreation Workers

All work and no play is not much fun. People spend a lot of their free time taking part in things like arts and crafts, choirs, theater, sports, camping and much more. Recreational workers plan and lead these activities. Their main goal is to get people to spend their free time being active.



**What is your favorite recreational activity? List two things you would have to plan if you were in charge of leading other people in that activity.**

**Recreational Activity:** \_\_\_\_\_

**Two things to plan:**

---

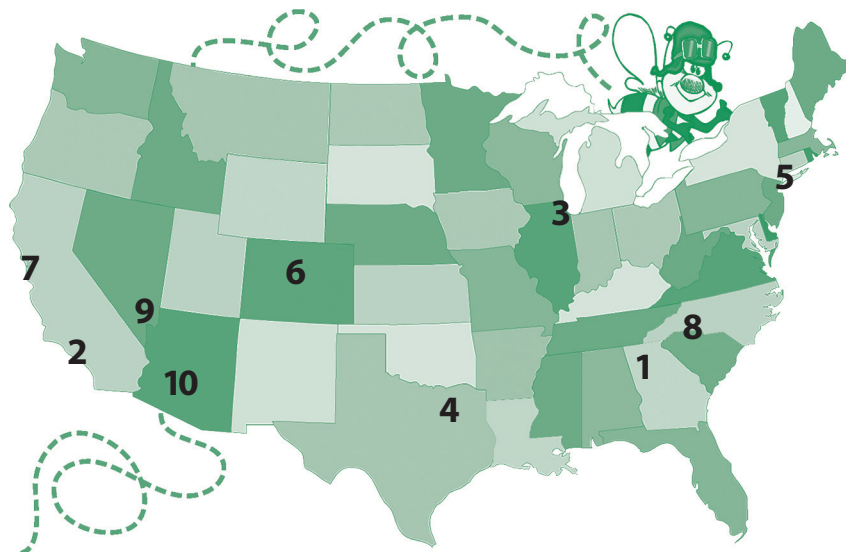
---

## Reservation & Transportation Ticket Agents & Travel Clerks

When people take trips, they may go by planes, trains, buses, ships or rental cars. Reservation and transportation ticket agents and travel clerks help people plan trips. Some sell tickets and confirm reservations. Some provide information about places. They might hand out travel guides and maps. Others take tickets and handle baggage. Some travel clerks figure out the fastest and cheapest way to travel.



**The numbers on the map show the U.S. cities with the busiest airports by passenger boardings. Match the numbers to the cities listed beside the map.**



- \_\_\_\_\_ Atlanta, Georgia
- \_\_\_\_\_ Charlotte, North Carolina
- \_\_\_\_\_ Chicago, Illinois
- \_\_\_\_\_ Dallas/Ft. Worth, Texas
- \_\_\_\_\_ Denver, Colorado
- \_\_\_\_\_ Las Vegas, Nevada
- \_\_\_\_\_ Los Angeles, California
- \_\_\_\_\_ New York City, New York
- \_\_\_\_\_ Phoenix, Arizona
- \_\_\_\_\_ San Francisco, California

# Lodging Managers

When you are away from home, you need a place to stay. You most likely wind up somewhere that offers a place for a price, like a hotel. Lodging managers run these places. They make sure where you are staying is safe and comfortable. They figure out how much to charge for rooms. They also buy supplies and schedule workers.

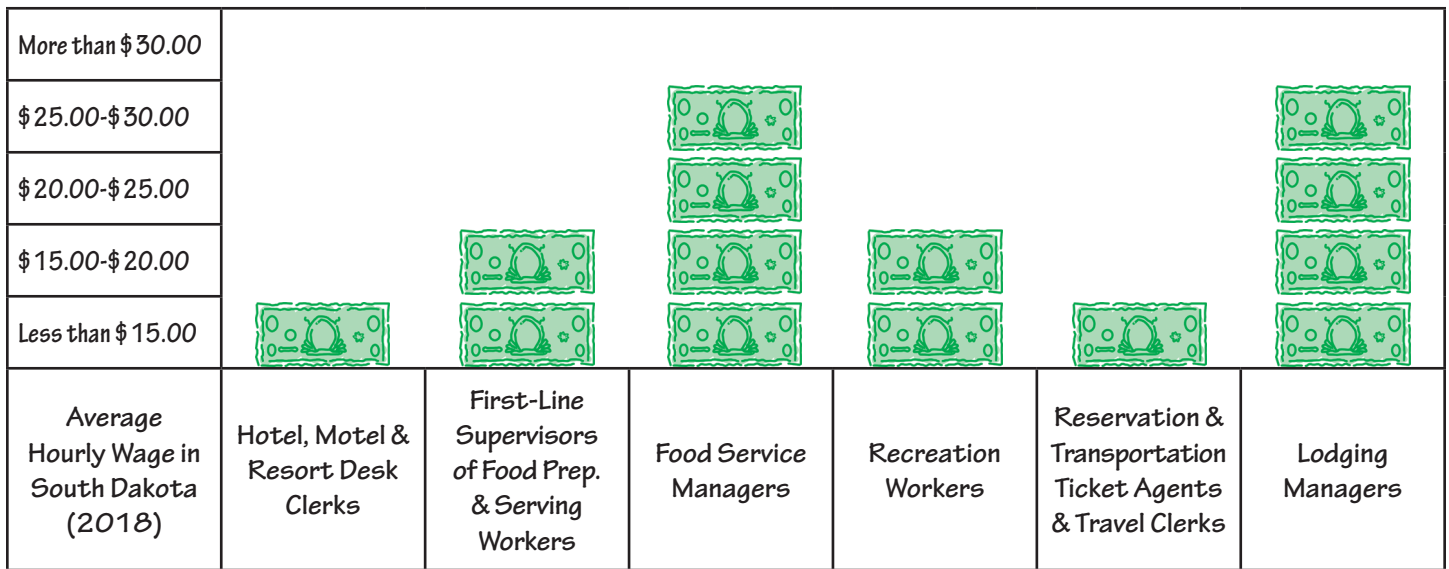


Find and circle the places a lodging manager might work.



- campground
- inn
- hotel
- motel
- ranch
- resort
- RV park
- youth hostel

## How Much Does it Pay?



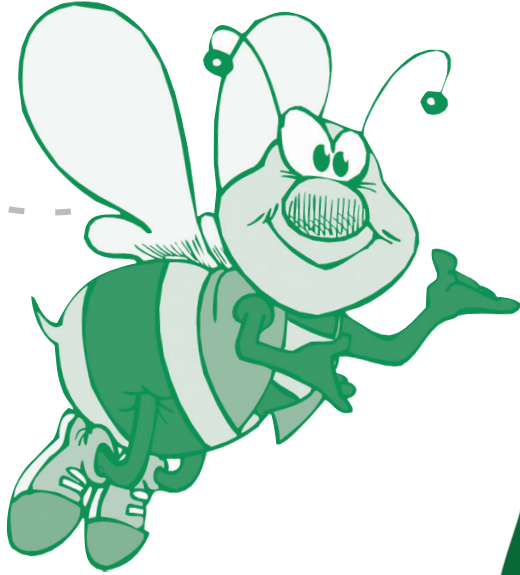
## Keep your “career antennae” up!

Land on the website below to explore many more careers in this same cluster. And we have 15 other career clusters to explore together!



[dlr.sd.gov/careerclusters](http://dlr.sd.gov/careerclusters)

The Career Clusters logo and its extensions are the property of the National Career Technical Education Foundation, as managed by NASDCTE. Auxiliary aids and services available upon request to individuals with disabilities. State and federal laws require the Department of Labor and Regulation to provide services to all qualified persons without regard to race, color, creed, religion, age, sex, ancestry, national origin, or disability.



## Human Services

People in the Human Services cluster help people with things like child care, money, family and personal issues. They like to be around people. They want to help. Some like to teach and offer advice to others.

# Human Services

Child Care Workers ■ Residential Advisors ■ Personal Care Aides  
 Child, Family & Social Workers ■ Hairstylists  
 Wholesale & Retail Buyers, except Farm Products



## Child Care Workers

Child care workers provide a safe place for children to play, eat and learn while parents work. Some child care workers work from home. Others work at day care centers or schools. Many of the children they take care of are not old enough to go to school. Child care workers need to be patient. They also need to have a lot of energy to keep up with the children.

Circle the words related to child care workers.

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

arts and crafts

diapers

games

learning

mealtime

music

naps

playtime

reading

snack

storytelling



## School Rules: (How much education do you need?)

Occupation	High School	Some Beyond High School	Associate Degree	Bachelor's Degree	Advanced Degree
Child Care Workers	✓				
Residential Advisors		✓			
Personal Care Aides	✓				
Child, Family & School Social Workers				✓	
Hairstylists		✓			
Wholesale & Retail Buyers, except Farm Products				✓	

## Residential Advisors

Residential advisors watch over places where groups of people live. This includes college dorms, boarding schools and group homes. They make sure people follow the rules. They provide first aid and get medical help. They may plan activities for the people living there. They might assign rooms. Some of them offer advice to students.

**Residential advisors sometimes solve conflicts between residents (people who live in the place). Conflicts can happen for many reasons. Sometimes people disagree or don't get along. Fairy tales and other stories have lots of conflict. For example in Cinderella, her stepmother wouldn't let her go to the ball. Pick a fairy tale or other story. (Books and movies have lots of good stories!) Answer the following questions.**

**Fairy tale or story (can be from a book or movie):**

**What is one of the conflicts?**

**What is a way to solve the conflict peacefully?**



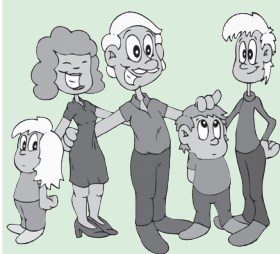


## Personal Care Aides

Personal care aides work in people's homes. They help with chores and other things a person cannot do because of age, illness or disability. Aides may wash clothes, cook, wash dishes, clean or go shopping. They may help their clients get out of bed in the morning, bathe and get dressed.

Circle the things a personal care aide might do.

- A. Wash clothes
- B. Brush a client's hair
- C. Prescribe medicine
- D. Dust
- E. Help put on client's shoes
- F. Start pillow fights



## Child, Family & School Social Workers

Child, family and school social workers help children and families when they have problems. They try to make things better. They want to help others. Some check out reports of abuse. They find foster homes for children. They help with adoptions. They help single parents. School social workers work with teachers, school officials, parents and guardians to make sure students are doing the best they can.

Social workers have to be good listeners. Circle T if the statement is true. Circle F if the statement is false.

- |   |   |   |
|---|---|---|
| 1. Good listeners pay attention to more than what someone is saying. They also look the person's body language. | T | F |
| 2. Good listeners interrupt when someone is talking.  | T | F |
| 3. Good listeners ask questions to find out more.   | T | F |
| 4. Good listeners repeat what they heard in their own words.  | T | F |

## Hairstylists

Hairstylists provide hair and beauty services to help clients look better. Hairstylists are also called hairdressers or cosmetologists. They discuss hairstyle options with clients. They wash, cut, dry and style hair. They may also color, lighten or condition hair. Sometimes they apply chemicals to hair to change its texture, such as straightening or curling it.

Pictured below are tools hairstylists use. Draw a line between each tool and the correct word.

Scissors

Comb

Clipper

Hairdryer

Brush



# Wholesale & Retail Buyers, except Farm Products



They purchase goods at low prices. They resell the items at higher prices to make money. They sell the items to stores and to the public. They have to figure out what things customers want. They look at catalogs, go to product shows and talk to suppliers to find the next popular item.

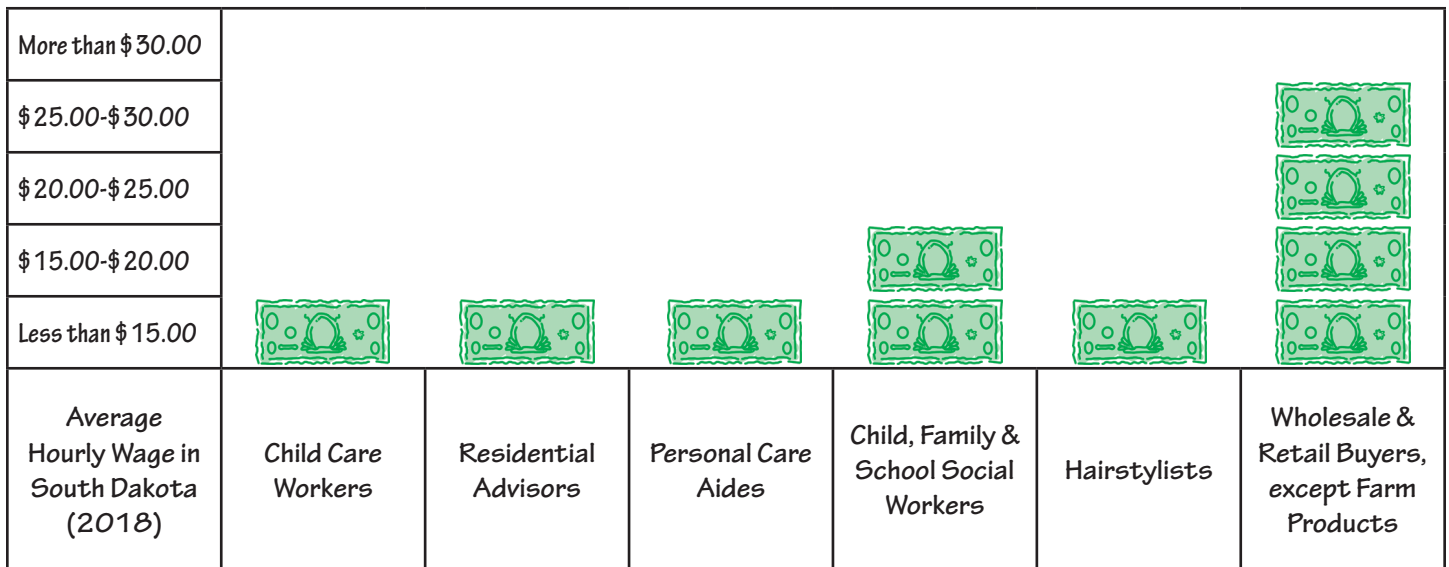
**Wanda Buyzalot bought 36 watches for \$2 each. She sold them to WatchOUT Warehouse for \$5 each. Answer the questions below.**

1. How much did Wanda spend on the watches?

2. How much did WatchOUT warehouse spend?

3. What was Wanda's profit?

## How Much Does it Pay?



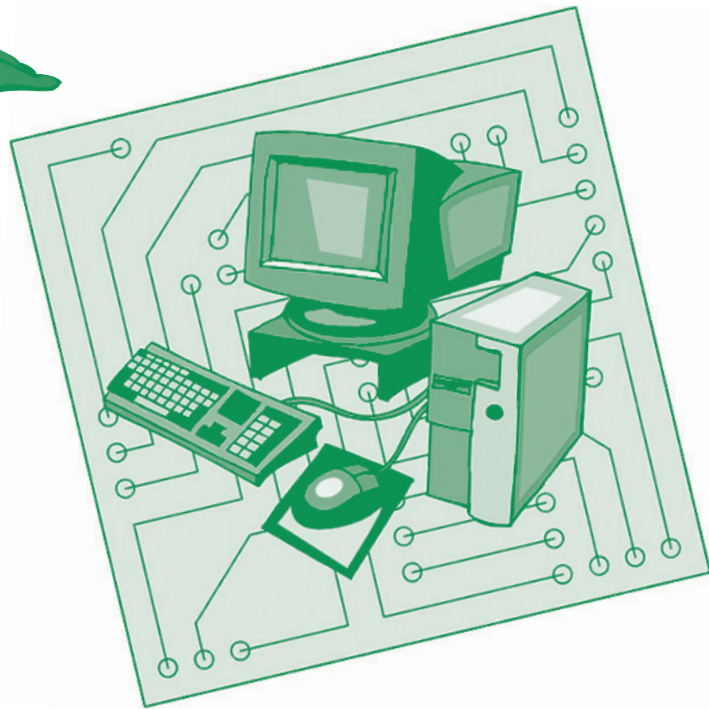
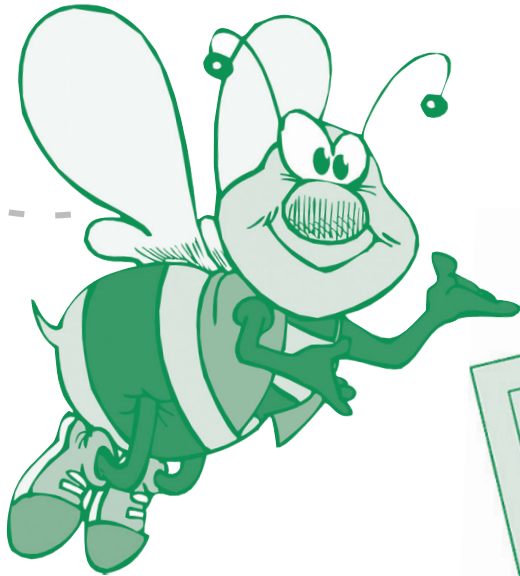
Keep your "career antennae" up!

Land on the website below to explore many more careers in this same cluster. And we have 15 other career clusters to explore together!



[dlr.sd.gov/careerclusters](http://dlr.sd.gov/careerclusters)

The Career Clusters logo and its extensions are the property of the National Career Technical Education Foundation, as managed by NASDCTE. Auxiliary aids and services available upon request to individuals with disabilities. State and federal laws require the Department of Labor and Regulation to provide services to all qualified persons without regard to race, color, creed, religion, age, sex, ancestry, national origin, or disability.



# Information Technology

People in the Information Technology cluster work with computers and lots of information. They like to solve math and science problems. They create and work with software, hardware, networks and websites.

# Information Technology

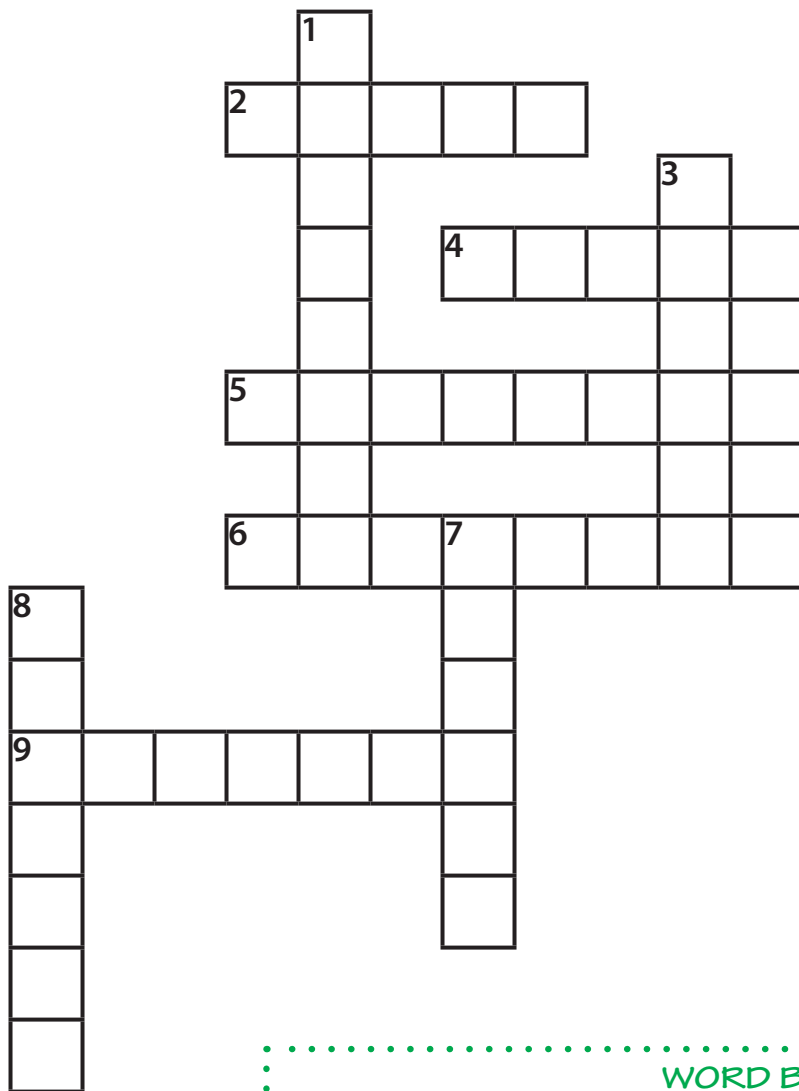
Computer User Support Specialists ■ Network & Computer Systems Administrators  
 Software Developers, Applications ■ Computer Systems Analysts  
 Web Developers ■ Information Security Analysts



## Computer User Support Specialists

Computer user support specialists help people figure out what's wrong with a computer's software or hardware. They also answer questions about how to use computer hardware and software. They sometimes are able to fix problems over the phone. Other times they will have to fix the computer in person. They need to keep up with news on the latest software and hardware.

Use the clues to solve the crossword puzzle.



### ACROSS

2. A thing that controls the cursor.
4. A program that infects computers and causes problems.
5. A file that has data organized so it is easy to search and sort.
6. The thing you use to type.
9. A group of computers linked together to share information.

### DOWN

1. The programs that run on a computer.
3. The blinking box or line on your computer screen.
7. An extra copy of a program, file or document.
8. The screen that lets you see computer information.

### WORD BANK

backup  
 cursor  
 database

keyboard  
 monitor  
 mouse

network  
 software  
 virus

## School Rules: (How much education do you need?)

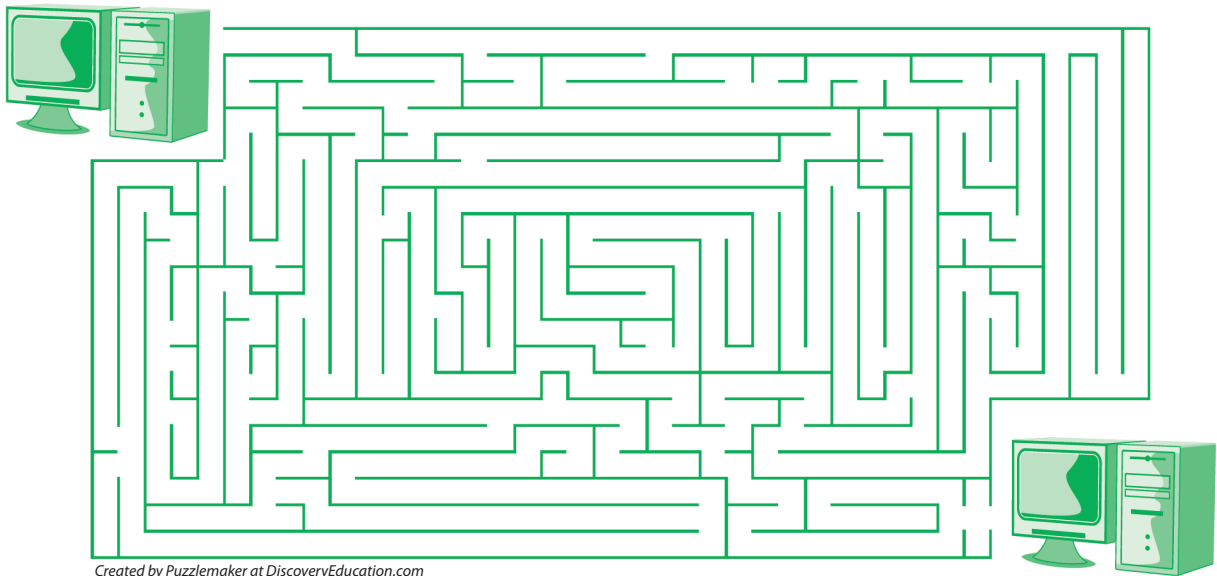
Occupation	High School	Some Beyond High School	Associate Degree	Bachelor's Degree	Advanced Degree
Computer User Support Specialists		✓			
Network & Computer Systems Administrators				✓	
Software Developers, Applications				✓	
Computer Systems Analysts				✓	
Web Developers			✓		
Information Security Analysts				✓	



## Network & Computer Systems Administrators

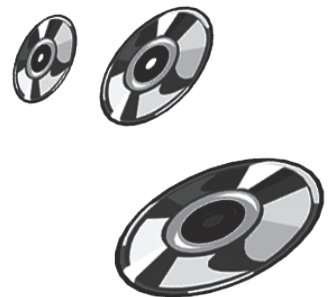
People can share information on computers through networks and computer systems. Networks and computer systems administrators are in charge of these systems. They design the system. They install, test and maintain a network's hardware and software. They may also fix problems. They keep networks secure.

**Help network the computers by finding a route through the maze.**



## Software Developers, Applications

Software applications are programs people use to do things on computers. These programs let people do things like write reports, send emails, view photos and play games. Software developers create these programs. They use a computer language to create the software. The language is made up of lists of instructions that tell computers what to do.



**If you have used a computer, list two of its software programs.**

1. \_\_\_\_\_ 2. \_\_\_\_\_



## Computer Systems Analysts

Computer system analysts improve how computer systems work. They know a lot about business and computers. This helps them design better computer systems for clients. They talk to clients to figure out how the technology is used. They also figure out how much systems cost. They test systems and train clients. They like working with others.

**Computer system analysts follow several steps to improve a company's computer system. The first and last steps have been filled in below. Put the rest of the steps in order.**

\_\_\_\_\_ Look at the current system. Figure out what to do to make it better.

\_\_\_\_\_ Create new system or software with help of designers.

1 Research the company to understand what its purpose is.

\_\_\_\_\_ Give company an estimate on the cost.

\_\_\_\_\_ Fix problems found during testing and put new system in place.

\_\_\_\_\_ Test the new system.

7 Maintain and repair the new system.

## Web Developers

Web developers design and create websites. They think about what the client wants. They want people to like the website when they use it. They also make sure the website runs smoothly. Some developers focus on how the site looks. Others work with things like programming languages, software and coding. Some developers do all of these things.

**Circle the things that are important to keep in mind when making a website.**



A. Put lots and lots of graphics. Who cares if it takes a long time to load. It will look so cool!

B. Make sure it is easy for the client and customers to find what they want on the website.

C. Put all the really important stuff at the bottom of the page so people have to look through the whole page to find it.

D. Make sure changes in programming and design are easy to do.

# Information Security Analysts

Information security analysts make sure computer networks are safe. They watch for threats from hackers and computer viruses. They figure out if there are any problems and fix them. They install things like fire walls and other security software. They keep up to date on the latest cyber threats.



List three ways to protect computers against things like computer viruses and malware.

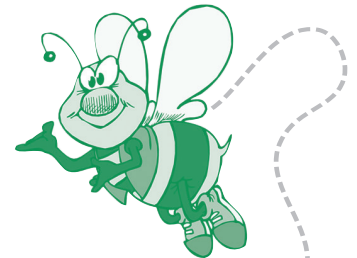
1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## How Much Does it Pay?

More than \$ 30.00						
\$ 25.00-\$ 30.00						
\$ 20.00-\$ 25.00						
\$ 15.00-\$ 20.00						
Less than \$ 15.00						
Average Hourly Wage in South Dakota (2018) Wage	Computer User Support Specialists	Network & Computer Systems Administrators	Software Developers, Applications	Computer Systems Analysts	Web Developers	Information Security Analysts

Keep your “career antennae” up!

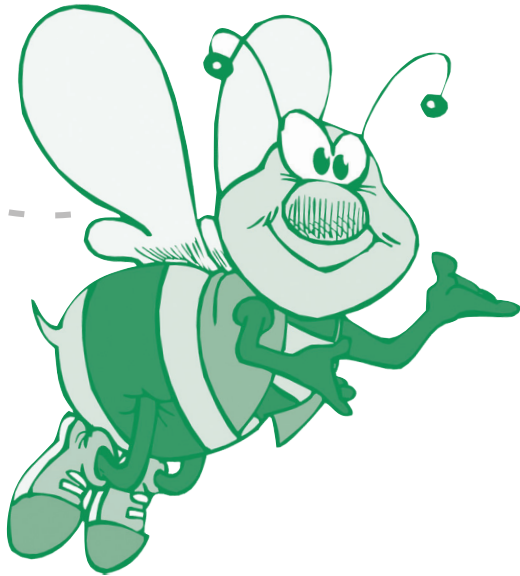
Land on the website below to explore many more careers in this same cluster. And we have 15 other career clusters to explore together!



[dlr.sd.gov/careerclusters](http://dlr.sd.gov/careerclusters)

The Career Clusters logo and its extensions are the property of the National Career Technical Education Foundation, as managed by NASDCTE. Auxiliary aids and services available upon request to individuals with disabilities. State and federal laws require the Department of Labor and Regulation to provide services to all qualified persons without regard to race, color, creed, religion, age, sex, ancestry, national origin, or disability.





## Law, Public Safety, Corrections & Security

People in the Law, Public Safety, Corrections & Security cluster protect people and things in a community. They like to help others and keep order. They want to make the community a better and safer place.

# Law, Public Safety, Corrections & Security

Police & Sheriff's Patrol Officers ■ Correctional Officers & Jailers ■ Security Guards  
 Lifeguards, Ski Patrol & Other Recreational Protective Service Workers  
 Police, Fire & Ambulance Dispatchers ■ Private Detectives & Investigators



## Police & Sheriff's Patrol Officers

Police and sheriff's patrol officers protect people and property. They enforce laws. Sometimes they direct traffic. They give out warnings and tickets to those who break the law. They also search for and arrest suspects. They help investigate crimes and accidents. They write reports and take good notes.

Help the police officer solve the riddle. Unscramble the words related to police officers. Copy the letters in the numbered boxes to other boxes with the same number.

L H E P	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	1										6
E R T O R P	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
											7
N E I R S	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
											10
R S R E A T	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
											8
A S L W	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
											3
F I N O U M R	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
											5 9
T U Y D	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
											4
W I S E N T S	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
											2

Why was the belt arrested?

Because it

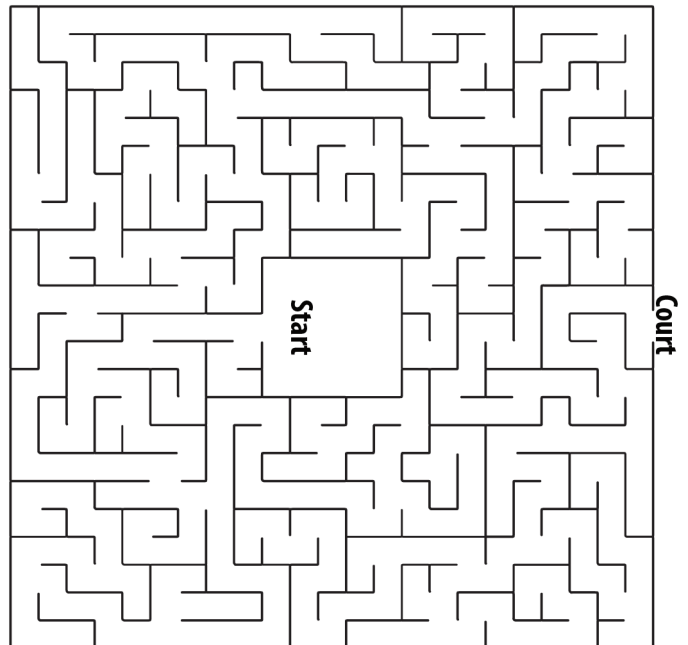
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
1	2	3	4	5	6	7	1	2	6	8	9	7	10



## Correctional Officers & Jailers

Correctional officers and jailers guard people who are in jail or prison. They make sure inmates obey rules. They monitor what inmates do. This includes when inmates work, eat or exercise. They settle arguments. They may also guard prisoners going to or from court or prison.

A guard is taking a prisoner to court. Help them find the way out of the prison maze.



Created by Puzzlemaker at DiscoveryEducation.com

## School Rules: (How much education do you need?)

Occupation	High School	Some Beyond High School	Associate Degree	Bachelor's Degree	Advanced Degree
Police & Sheriff's Patrol Officers	✓				
Correctional Officers & Jailers	✓				
Security Guards	✓				
Lifeguards, Ski Patrol & Other Rec. Protective Service Workers	✓				
Police, Fire & Ambulance Dispatchers	✓				
Private Detectives & Investigators	✓				

## Security Guards

Security guards watch over and protect places. They watch for people breaking the rules. They guard against things like theft or property damage. Some of them check IDs and passes at places like airports and secure buildings. They may use X-rays and metal detectors.



Circle the places security guards work in the word search.

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

### WORD BANK

Airports

Banks

Concerts

Hotels

Malls

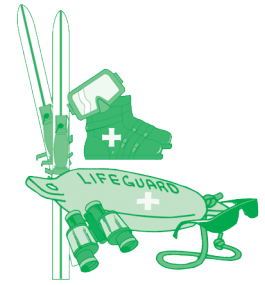
Stores

Universities

Created by Puzzlemaker at DiscoveryEducation.com

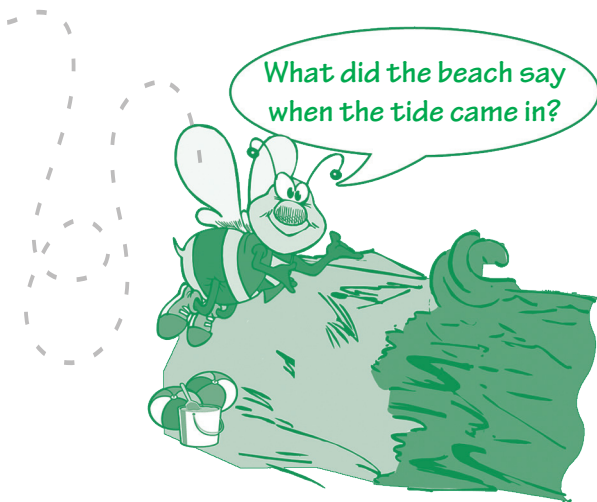
# Lifeguards, Ski Patrol & Other Recreational Protective Service Workers

Lifeguards, ski patrol and other recreational protective service workers watch recreational areas, like pools, beaches and ski slopes. They rescue people in trouble. They provide first aid. Many have CPR training. They contact emergency services if someone is badly hurt. Some also offer lessons.

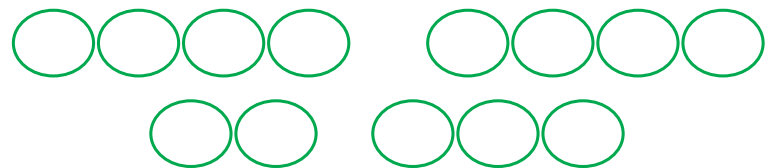


Complete the words related to lifeguards by filling in the missing letters. Use the missing letters to solve Caleb's riddle.

T O W E   
 B A C K S T R  K E  
           S U  S H I N E  
           S U N  L A S S E S  
 S W I M S U I   
           D  V E  
           S U  M E R  
 W A V  S  
           S U  T A N  
           B  A T S  
            U R F  
           R  S C U E  
 S A N D C  S T L E



(Answer to riddle on bottom of page)



## Police, Fire & Ambulance Dispatchers

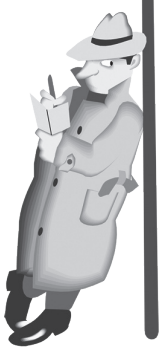
Police, fire and ambulance dispatchers take calls about complaints, crimes and emergencies. They pass along the information to the police, fire department or paramedics. They tell callers what to do until help arrives. They must stay calm.



Circle the times 9-1-1 should be called:

- |  |  |
|--|--|
| A. Heart attack                                      | D. When the power goes out                     |
| B. Fire  | E. Neighbors are playing music too loud        |
| C. Because you are bored and want to talk to someone | F. Someone is hurt or having trouble breathing |

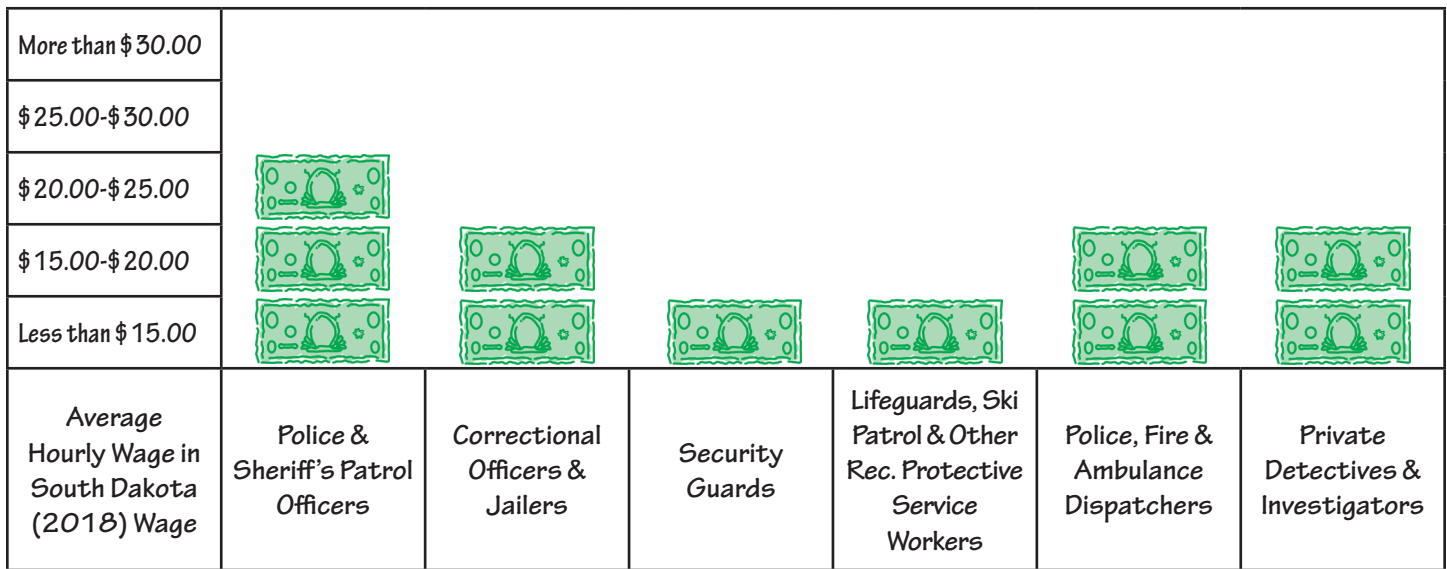
# Private Detectives & Investigators



Private detectives and investigators find information for people and businesses. Some investigate crimes or look for people who are missing. They might check if people told the truth about where they work. They also can be bodyguards. Sometimes they work undercover.

**It is important to pay attention when looking for clues. Study a photo for one minute. Put the photo away. Write down everything you remember about the photo. Compare what you wrote to the picture.**

## How Much Does it Pay?



## Keep your "career antennae" up!

Land on the website below to explore many more careers in this same cluster. And we have 15 other career clusters to explore together!



[dlr.sd.gov/careerclusters](http://dlr.sd.gov/careerclusters)

The Career Clusters logo and its extensions are the property of the National Career Technical Education Foundation, as managed by NASDCTE. Auxiliary aids and services available upon request to individuals with disabilities. State and federal laws require the Department of Labor and Regulation to provide services to all qualified persons without regard to race, color, creed, religion, age, sex, ancestry, national origin, or disability.



# Manufacturing

People in the Manufacturing cluster turn raw materials into products. They like to follow clear instructions. They might work with big machines, small tools or computers. They like working with their hands.

# Manufacturing

*Welders, Cutters, Solderers & Brazers ■ Assemblers ■ Industrial Machinery Mechanics  
Machinists ■ First-Line Supervisors of Mechanics, Installers & Repairers  
First-Line Supervisors of Production & Operating Workers*

## Welders, Cutters, Solderers & Brazers



Welders heat metal pieces so they melt together. As the melted pieces cool, they form a very strong bond. Welding is used to build things like ships, airplanes and bridges. Solderers and brazers use heat to join metal together, too, but at lower temperatures. Many times they work on more detailed projects. Cutters use heat to cut metal. They take apart things like ships and vehicles.

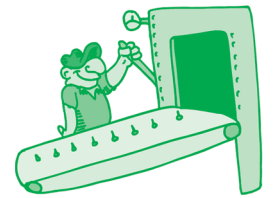
List two things at your house, yard or school that have been welded.

---

---

## Assemblers

Assemblers put together products and the pieces that go into them. There are different tasks to do to put together each product. Tasks are usually done in a specific order. Assemblers need to know how to do each task.



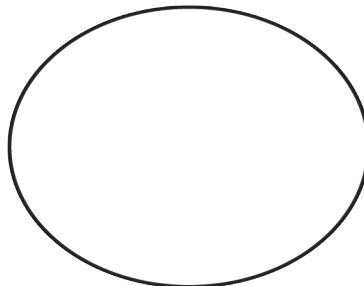
Assemble the snowman by numbering the steps in the order it should be put together (1 is the first step, 5 is the last step).



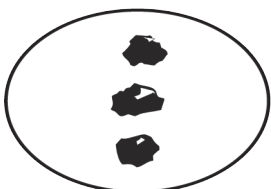
---



---



---



---



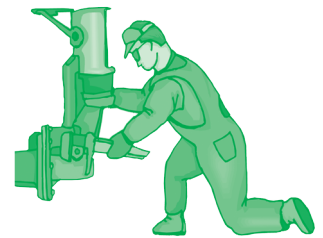
---

## School Rules: (How much education do you need?)

Occupation	High School	Some Beyond High School	Associate Degree	Bachelor's Degree	Advanced Degree
Welders, Cutters, Solderers & Brazers		✓			
Assemblers	✓				
Industrial Machinery Mechanics		✓			
Machinists	✓				
First-Line Supervisors of Mechanics, Installers & Repairers		✓			
First-Line Supervisors of Production & Operating Workers		✓			

## Industrial Machinery Mechanics

Industrial machinery mechanics set up and fix equipment and machines in factories. They make adjustments to machines. They know how to take apart machines and put them back together. They also know how to read diagrams and understand instruction guides.



**Industrial machinery mechanics have to understand and follow instructions. Follow the instructions below.**

1. Read everything carefully before you do anything.
2. Write your first name in this blank: \_\_\_\_\_
3. Draw three stars after your name.
4. What is  $462 - 231$ ? Write your answer here: \_\_\_\_\_
5. Put boxes around two of the stars.
6. Circle the odd numbers in this list.
7. Multiply  $6 \times 8$ . Write your answer here: \_\_\_\_\_
8. Add the answer of question 4 to the answer for question 7. Write answer next to the stars by your name.
9. Draw an animal in the space below:
  
10. Only do 1, 2 and 6. If you didn't follow directions, you did a lot of extra work!



# Machinists

Machinists make or modify parts for equipment and machines. They make parts by cutting them out of metal. They may also make parts out of plastic, glass, wood and rubber. They look at blueprints or sketches to make sure the parts fit.



Machinists know how to take correct measurements. Look at the rulers above each line to find the length. Write the length to the right of the ruler.

inches



\_\_\_\_\_

inches



\_\_\_\_\_

# First-Line Supervisors of Mechanics, Installers & Repairers



First-line supervisors of mechanics, installers and repairers supervise mechanics, installers and repair workers. They assign jobs to workers. They schedule workers. They may do the same work as those they oversee. They know how to read blueprints. They may order materials and supplies. They monitor work areas to make sure everything is safe.



\_\_\_\_\_

The supervisors got new safety signs, but the words are jumbled! Help them unscramble the words on the signs.



\_\_\_\_\_



\_\_\_\_\_



## First-Line Supervisors of Production & Operating Workers

First-line supervisors of production and operating workers supervise workers who run or set up machines. They also supervise workers who test and make products. They plan and assign tasks. They help settle worker problems. They write reports. They also teach and enforce safe work habits.

**One thing a supervisor figures out is how many people need to work on a shift. At the Totally Toys factory, if one worker can make 72 yo-yos in one hour:**

1. How many yo-yos can that person make in an 8-hour shift?

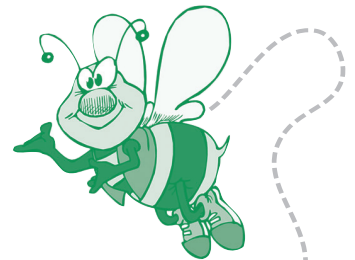
2. How many workers does it take to make 1,728 yo-yos in 8 hours?

### How Much Does it Pay?

More than \$ 30.00					1	
\$ 25.00-\$ 30.00					1	1
\$ 20.00-\$ 25.00			1		1	1
\$ 15.00-\$ 20.00	1		1	1	1	1
Less than \$ 15.00	1	1	1	1	1	1
Average Hourly Wage in South Dakota (2018) Wage	Welders, Cutters, Solderers & Brazers	Assemblers	Industrial Machinery Mechanics	Machinists	First-Line Supervisors of Mechanics, Installers & Repairers	First-Line Supervisors of Production & Operating Workers

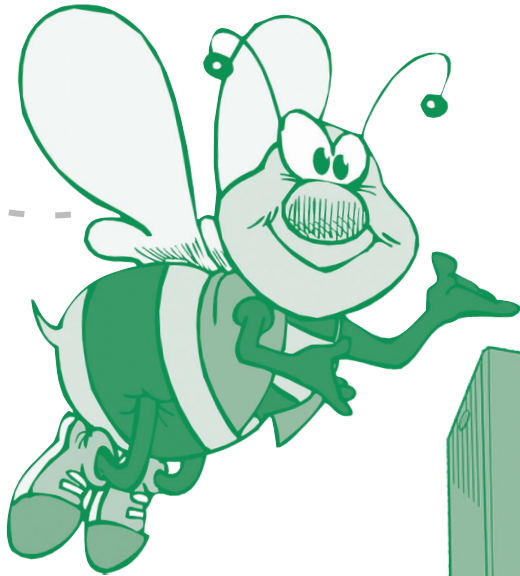
Keep your “career antennae” up!

Land on the website below to explore many more careers in this same cluster. And we have 15 other career clusters to explore together!



[dlr.sd.gov/careerclusters](http://dlr.sd.gov/careerclusters)

The Career Clusters logo and its extensions are the property of the National Career Technical Education Foundation, as managed by NASDCTE. Auxiliary aids and services available upon request to individuals with disabilities. State and federal laws require the Department of Labor and Regulation to provide services to all qualified persons without regard to race, color, creed, religion, age, sex, ancestry, national origin, or disability.



## Marketing

People in the Marketing cluster sell products or services. They use writing and speaking skills to convince others to buy something. Some also do research to figure out what people want to buy. They are usually outgoing and friendly.

# Marketing

## Real Estate Sales Agents

*Sales Representatives, Wholesale & Manufacturing, except Technical & Scientific Products*

■ *Sales Representatives, Wholesale & Manufacturing, Technical & Scientific Products*

*Merchandise Displayers & Window Trimmers* ■ *Market Research Analysts & Marketing Specialists*

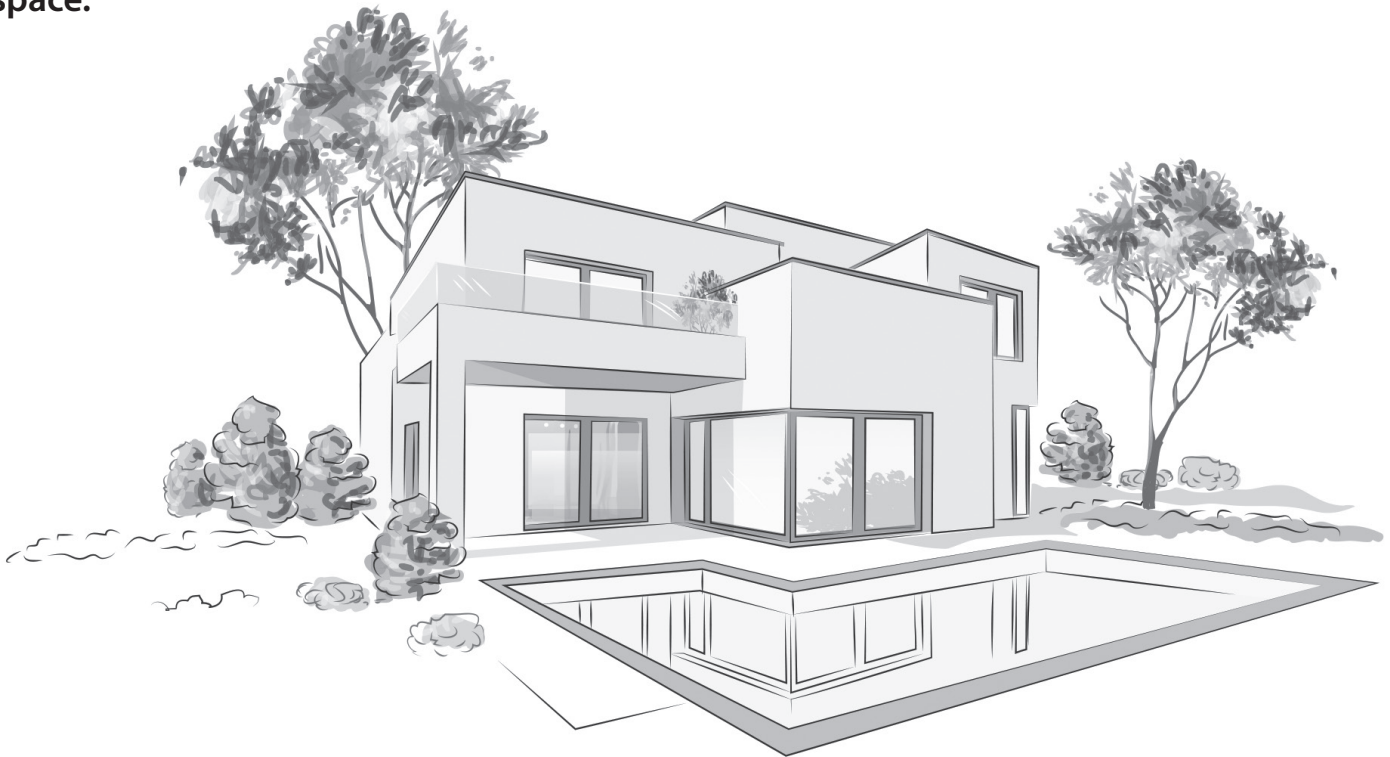
*Advertising Sales Agents*

## Real Estate Sales Agents

Real estate sales agents help clients buy, sell and rent property. The property may be homes, commercial property like stores or office buildings, or land. They seek out people and convince them to buy or sell property. These sales agents also advise clients on prices. They advertise properties for sale. The ads include details like location and size. They show properties to people interested in buying them, pointing out good features. These sales agents also prepare many documents involved in the sale of property.



**Pretend you are a real estate sales agent trying to sell the house pictured below. Use the space below the picture to write an advertisement to sell it. Describe the home and highlight features you think would appeal to a family. Use extra paper if you need more space.**



**House for Sale!**

## School Rules: (How much education do you need?)

Occupation	High School	Some Beyond High School	Associate Degree	Bachelor's Degree	Advanced Degree
Real Estate Sales Agents		✓			
Sales Reps, Wholesale & Mfg., except Tech. & Sci. Prod.	✓				
Sales Reps, Wholesale & Mfg., Tech. & Sci. Products				✓	
Merchandise Displayers & Window Trimmers	✓				
Market Research Analysts & Marketing Specialists				✓	
Advertising Sales Agents	✓				

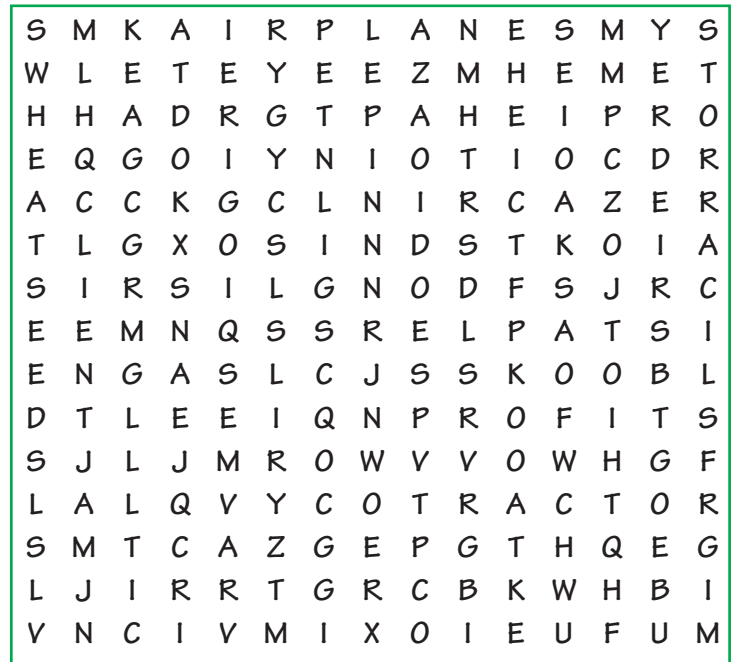


## Sales Representatives, Wholesale & Manufacturing, except Technical & Scientific Products

Wholesale and manufacturing sales representatives sell products and services to businesses, governments and organizations. They search for customers. They sell things like food, office supplies and clothing. They answer questions about products. They may show how the products work. They have to know a lot about the things they sell. They respond to customers' needs and concerns. Some of them travel a lot.

**Circle the words related to sales representatives in the word find.**

client      goals      profits  
 emails      meetings      report



## Sales Representatives, Wholesale & Manufacturing, Technical & Scientific Products

These sales representatives also sell products and services for wholesalers and manufacturers. They sell things like computers, machines, electronics, and scientific and agricultural tools. They sell to businesses (including agri-businesses), governments and organizations. They show how the products work. They answer customers' questions. They need to know a lot about science, electronics or engineering.



**Circle the products a technical and scientific sales rep would sell.**

airplanes      carrots      ice cream      tractor      microscopes  
 books      crayons      wheat seeds      medicine      staplers

All these words are also in the word find! Circle them.



## Merchandise Displayers & Window Trimmers

Merchandise displayers and window trimmers create and put up displays in store windows, retail stores and at trade shows. They use the displays to get people into the store or to buy the product. They create scenes that grab people's attention. They spend a lot of time coming up with new ideas and layouts.

**Draw a display in the store window.**



Tip: Grouping items in odd numbers creates more interest.



## Market Research Analysts & Marketing Specialists

Market research analysts look at things people buy. They figure out how much people will pay. They gather and analyze information. Some of this information comes from the past sales. They also create surveys to collect information. Based on the results, they come up with the best ways to sell products or services.



**The Scoop Stop wants to know what ice cream flavors to sell. Using the list below, ask 10 people what their favorite flavor is. Put a check mark in the box for the flavor they say. If they say other, ask them what kind and write it below the box.**

	1	2	3	4	5	6	7	8	9	10	Total
Chocolate											
Vanilla											
Strawberry											
Neapolitan (Chocolate, Strawberry & Vanilla)											
Chocolate Chip											
Rocky Road											
Mint Chocolate Chip											
Cookies n Cream											
Cookie Dough											
Other*											

\*Other: \_\_\_\_\_

1. What are the top two flavors? \_\_\_\_\_

2. Which flavor was the least popular? \_\_\_\_\_

# Advertising Sales Agents

Advertising sales agents sell ads for TV, newspapers, magazines, radio and billboards. They help customers figure out which type of ad is best for the company. Sometimes ad sales agents have to find new clients. Agents need to know a lot about the company.



List two reasons why an advertising sales agent might tell a client to put an ad in a magazine instead of on TV.
























1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

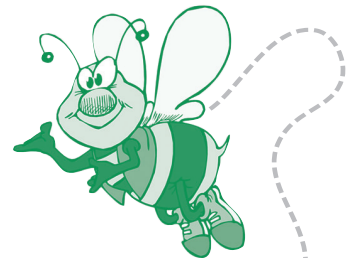
\_\_\_\_\_

## How Much Does it Pay?

More than \$ 30.00						
\$ 25.00-\$ 30.00						
\$ 20.00-\$ 25.00						
\$ 15.00-\$ 20.00						
Less than \$ 15.00						
Average Hourly Wage in South Dakota (2018) Wage	Real Estate Sales Agents	Sales Reps, Wholesale & Manufacturing, except Tech. & Scientific	Sales Reps, Wholesale & Manufacturing, Tech. & Scientific	Merchandise Displayers & Window Trimmers	Market Research Analysts & Marketing Specialists	Advertising Sales Agents

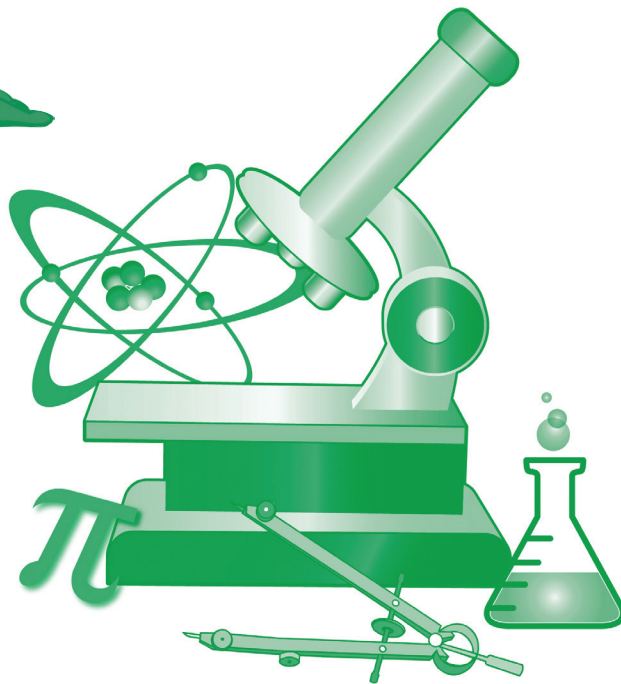
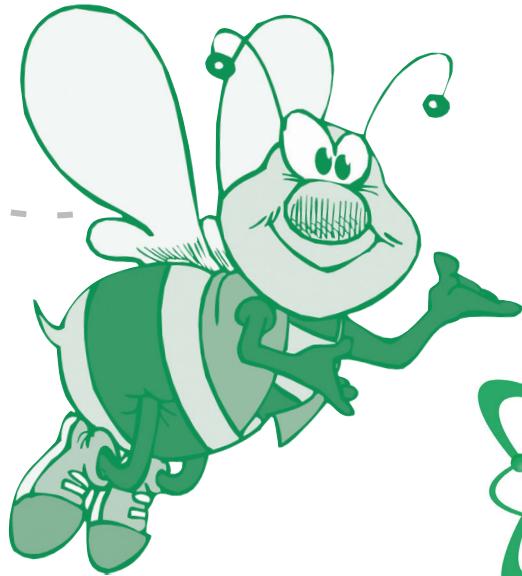
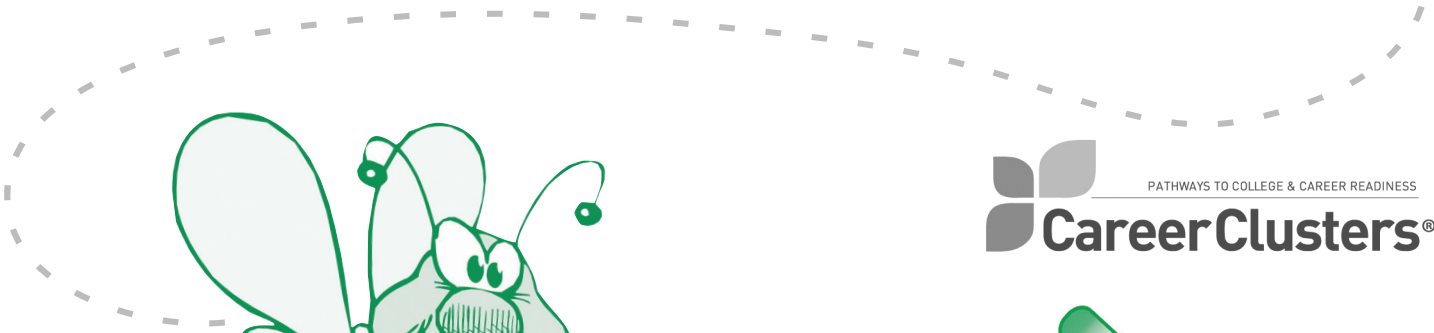
## Keep your “career antennae” up!

Land on the website below to explore many more careers in this same cluster. And we have 15 other career clusters to explore together!



[dlr.sd.gov/careerclusters](http://dlr.sd.gov/careerclusters)

The Career Clusters logo and its extensions are the property of the National Career Technical Education Foundation, as managed by NASDCTE. Auxiliary aids and services available upon request to individuals with disabilities. State and federal laws require the Department of Labor and Regulation to provide services to all qualified persons without regard to race, color, creed, religion, age, sex, ancestry, national origin, or disability.



# Science, Technology, Engineering & Mathematics

People in the Science, Technology, Engineering & Mathematics cluster work in areas such as research, testing and development. They like to solve problems. They are curious. They ask questions and search for answers.

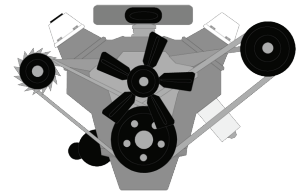


# Science, Technology, Engineering & Mathematics

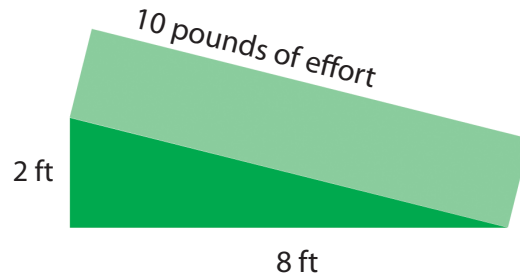
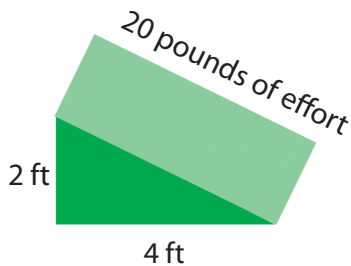
Mechanical Engineers ■ Industrial Engineers ■ Conservation Scientists ■ Chemists  
■ Environmental Scientists & Specialists, Including Health

## Mechanical Engineers

Mechanical engineers design, build and test mechanical products. They want to know how things work. Mechanical engineering deals with anything that moves. They design and test mechanical products. This includes cars, rockets, engines and robots. They know about things like motion, energy and force. They like solving problems.



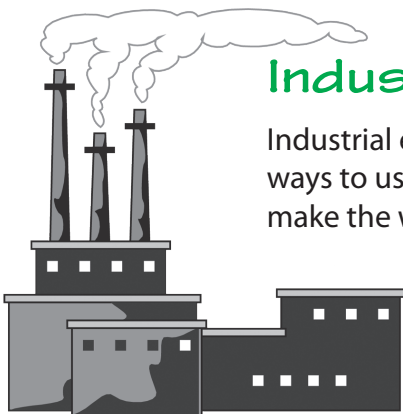
Machines make it easier for people to do work. Some machines have only one or two parts. They are called simple machines. An inclined plane is a simple machine. It has slanted surface that connects a lower level to a higher level. Ramps, steps and slides are inclined planes. It's easier to move things up a ramp than to lift something straight up. Look at the ramps below and answer the questions.



### True or false?

The first ramp is steeper than the second one \_\_\_\_\_

The second ramp will make it easier to push a rock to the top, but you have to go farther \_\_\_\_\_



## Industrial Engineers

Industrial engineers find ways to make companies run smoothly. They figure out better ways to use workers, machines and information. They help employers save money. They make the workplace better for workers. Some might make sure a hotel chain offers the same things in each of its hotels. They might decide if a job should be done by a person or a machine.

**Industrial engineers use problem solving skills a lot. Use your problem solving skills to answer the problem below:**

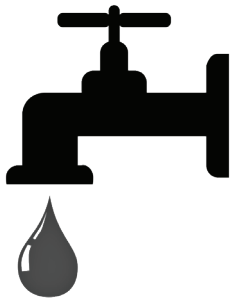
There are 24 students going on a field trip to the zoo. They will be put into small groups. Each group is led by an adult. An adult can only have four kids in his or her group. How many adults need to go on the field trip?

## School Rules: (How much education do you need?)

Occupation	High School	Some Beyond High School	Associate Degree	Bachelor's Degree	Advanced Degree
Mechanical Engineers				✓	
Industrial Engineers				✓	
Conservation Scientists				✓	
Chemists				✓	
Environmental Scientists and Specialists				✓	

## Conservation Scientists

Conservation scientists manage and protect natural resources like water and soil. They help landowners find the best use of land and livestock without hurting the environment. They help stop soil erosion. They teach producers how to save soil and water.



Turning off the faucet when brushing your teeth can save about one gallon of water per week if you brush your teeth three times a day. How many gallons could be saved in one year if a class of 26 students turned off the water each time they brushed?



If every student in a class of 26 turned off the faucet when brushing for one week, the class could save \_\_\_\_\_ gallons of water in one year!

# Chemists

Chemists study matter. Matter is what scientists call everything you can touch, see, feel or smell. Chemists work with chemicals. They figure out ways chemicals can help people. Chemists have created things like medicines, paint and makeup.

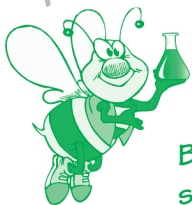
Chemists work with elements. Elements are the building blocks of all matter. There are more than 100 elements in the universe. Each element is part of the periodic table. Elements on the period table are represented by letters. Below are some rows of the periodic table. Use the table to figure out the names of the elements.



H Hydrogen						He Helium	
Li Lithium	Be Beryllium	B Boron	C Carbon	N Nitrogen	O Oxygen	F Fluorine	Ne Neon
Na Sodium	Mg Magnesium	Al Aluminum	Si Silicon	P Phosphorus	S Sulfur	Cl Chlorine	Ar Argon

O \_\_\_\_\_ H \_\_\_\_\_ Ne \_\_\_\_\_

C \_\_\_\_\_ Cl \_\_\_\_\_ Na \_\_\_\_\_



**Bonus Activity:** Find a complete periodic table and use the symbols to form words. The symbols must be used as they appear on the periodic table. You may use the symbols more than once in a word, but you cannot mix up the letters. See the example below.

**Example:** C+Ar = Car






















# Environmental Scientists & Specialists, Including Health

Environmental scientists and specialists work to protect the planet Earth. They figure out how people can make things in ways that do not hurt the environment, animals or people. They work on solutions to environmental problems like pollution and acid rain. They test the air, water and soil to make sure they are safe.

List four things you can do to help the planet.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## How Much Does it Pay?

More than \$ 30.00					
\$ 25.00-\$ 30.00					
\$ 20.00-\$ 25.00					
\$ 15.00-\$ 20.00					
Less than \$ 15.00					
Average Hourly Wage in South Dakota (2018)	Mechanical Engineers	Industrial Engineers	Conservation Scientists	Chemists	Environmental Scientists & Specialists, Including Health

Keep your “career antennae” up!

Land on the website below to explore many more careers in this same cluster. And we have 15 other career clusters to explore together!



[dlr.sd.gov/careerclusters](http://dlr.sd.gov/careerclusters)

The Career Clusters logo and its extensions are the property of the National Career Technical Education Foundation, as managed by NASDCTE. Auxiliary aids and services available upon request to individuals with disabilities. State and federal laws require the Department of Labor and Regulation to provide services to all qualified persons without regard to race, color, creed, religion, age, sex, ancestry, national origin, or disability.



# Transportation, Distribution & Logistics

People in the Transportation, Distribution & Logistics cluster transport goods, materials and people. Usually they are good at solving problems. They may work on highways, trucks, trains, boats or planes.

# Transportation, Distribution & Logistics

Heavy & Tractor-Trailer Truck Drivers ■ Automotive Service Technicians & Mechanics  
Bus & Truck Mechanics & Diesel Engine Specialists ■ Taxi Drivers & Chauffeurs  
Automotive Body & Related Repairers ■ Dispatchers (Work)

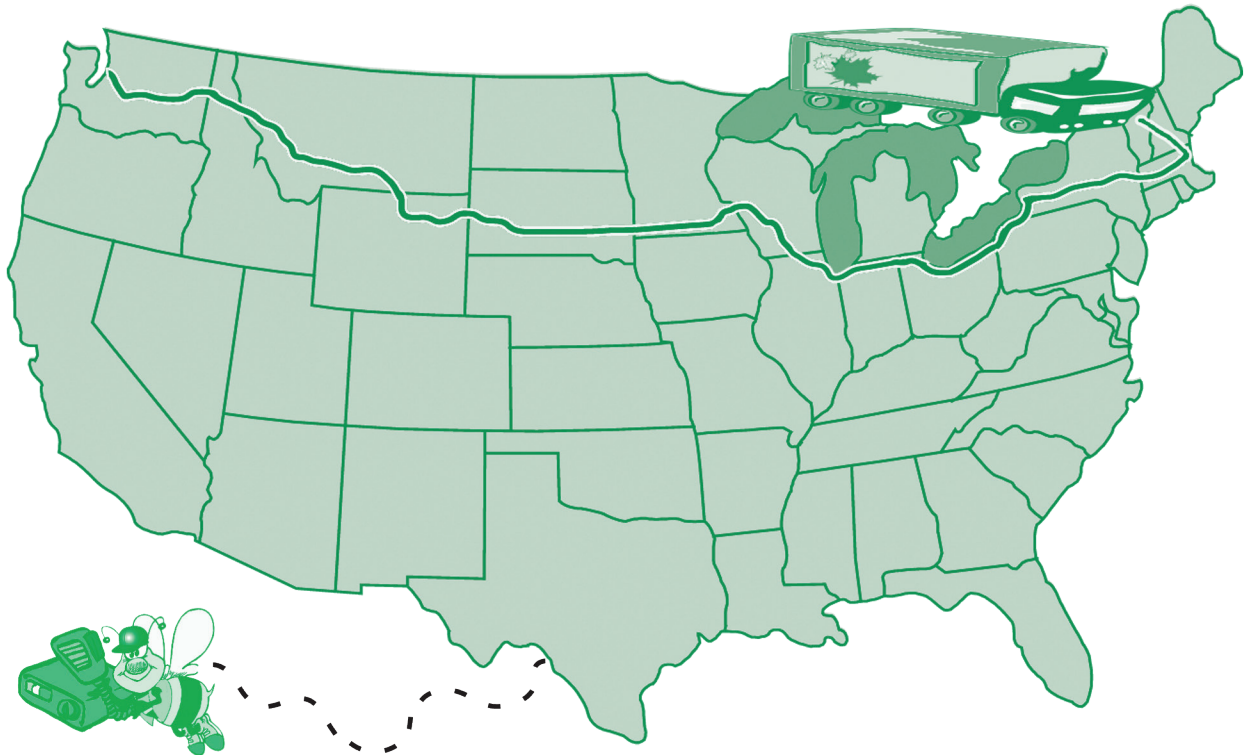


## Heavy & Tractor-Trailer Truck Drivers

Heavy and tractor-trailer truck drivers haul goods like grain, livestock, food and cars. They can carry many tons of materials at a time. Some haul goods over long distances. Sometimes the drive is so long there are two drivers. They take turns driving. Drivers can be away from home for weeks at a time.

Chuck hauls maple syrup across the country. Circle the states on his route in the list below.

- |              |              |             |          |
|--------------|--------------|-------------|----------|
| Utah         | Nebraska     | Maine       | New York |
| South Dakota | North Dakota | Connecticut |          |
| Minnesota    | Indiana      | Colorado    |          |



**Bonus Activity:** Name all the states Chuck will go through on his trip.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## School Rules: (How much education do you need?)

Occupation	Less than High School	High School	Some Beyond High School	Associate Degree	Bachelor's Degree
Heavy & Tractor-Trailer Truck Drivers			✓		
Automotive Service Technicians & Mechanics			✓		
Bus & Truck Mechanics & Diesel Engine Specialists			✓		
Taxi Drivers & Chauffeurs	✓				
Automotive Body & Related Repairers			✓		
Dispatchers (Work)		✓			

## Automotive Service Technicians & Mechanics

Automotive service technicians and mechanics inspect and fix cars and trucks. They listen to customers describe problems. They then try to figure out what is wrong and fix it. They may have to drive the vehicle or use testing tools and computers to figure out what is wrong. They also do checkups and oil changes. They check things like tires, hoses, belts, spark plugs and brakes. They use a checklist to make sure they look at everything.



Find the words from the checklist in the word search.



### Inspection CHECKLIST

- |                                     |                                     |                                  |                                       |  |
|-------------------------------------|-------------------------------------|----------------------------------|---------------------------------------|--|
| <input type="checkbox"/> air filter | <input type="checkbox"/> engine     | <input type="checkbox"/> horn    | <input type="checkbox"/> odometer     | <input type="checkbox"/> windshield wipers |
| <input type="checkbox"/> belts      | <input type="checkbox"/> gearbox    | <input type="checkbox"/> hoses   | <input type="checkbox"/> shocks       |  |
| <input type="checkbox"/> brakes     | <input type="checkbox"/> headlights | <input type="checkbox"/> mirrors | <input type="checkbox"/> turn signals |  |

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

# Bus & Truck Mechanics & Diesel Engine Specialists

Bus and truck mechanics and diesel engine specialists work on large vehicles, like buses and heavy trucks. They inspect, test and fix these vehicles. They make sure brakes and other parts work. They also change oil, check batteries, tires and other equipment. Many of these vehicles have diesel engines. They know how to take care of diesel engines.



Unscramble the words below.

t	a	t	b	e	y	r

p	r	b	m	u	e

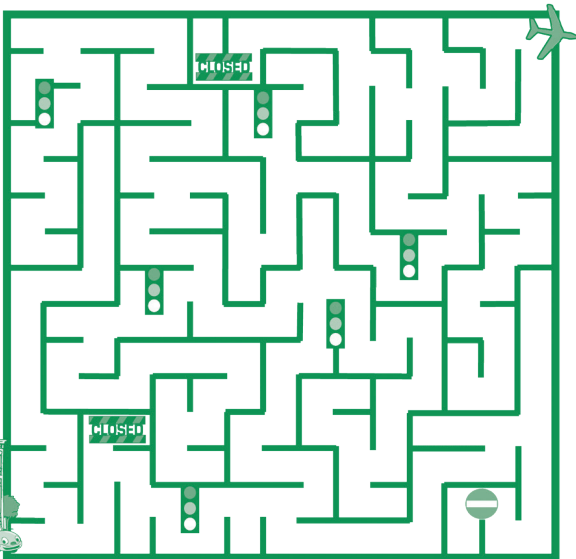
s	t	r	i	e

i	g	t	h	s	l

e	i	n	g	e	n

BONUS WORD


Put letters from green boxes in top row of BONUS WORD box. Then unscramble the bonus word.



# Taxi Drivers & Chauffeurs

Taxi drivers and chauffeurs take people from one place to another by vehicle. They keep track of how much the ride costs and charge the riders. Chauffeurs usually drive limousines, but can also drive vans or other cars. Trips are set up ahead of time.



Guide the taxi driver from the hotel to the airport.

# Automotive Body & Related Repairers

Automotive body and related repairers fix vehicle bodies. They remove dents, straighten frames and replace parts that cannot be fixed. Some fix car windows. They also paint cars. Repairers need to be able to figure out how much repairs will cost. This is called an estimate. They give customers estimates before fixing the vehicle.



Figure out how much the repair work will be on this estimate.

Otto's		ESTIMATE	
autobody			
Fender	\$	206.57	
Bumper	\$	151.54	
Paint	\$	65.85	
Clear coat	\$	59.00	
Labor	\$	221.84	
Tax	\$	42.29	
<b>TOTAL:</b>	\$		



# Dispatchers

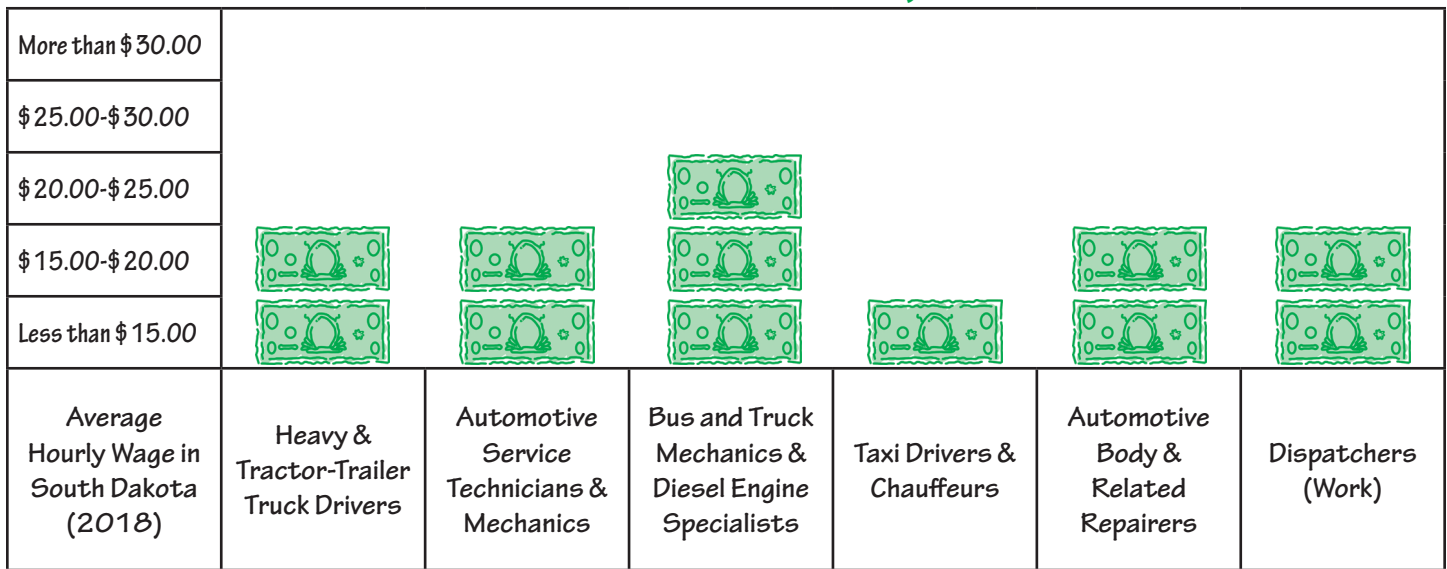
Dispatchers (Work) – Dispatchers schedule and dispatch workers, equipment or service vehicles to get materials or passengers moved from one place to another as needed. Some work dispatchers are responsible for making sure service or emergency repairs are completed for customers reporting issues. They may use radios, phones and computers to receive information about customers’ needs, then assign workers to fix the problem reported. These work dispatchers also keep records of problems reported and the progress of work to fix the issues.



Imagine you are a work dispatcher for a company that provides roadside help to stranded motorists. You get a call from a customer who is stranded on a highway and needs help. What information do you need to collect from the customer before you can send help?

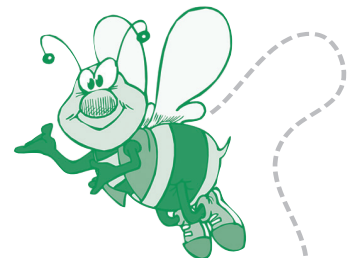
1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## How Much Does it Pay?



## Keep your “career antennae” up!

Land on the website below to explore many more careers in this same cluster. And we have 15 other career clusters to explore together!



[dlr.sd.gov/careerclusters](http://dlr.sd.gov/careerclusters)

The Career Clusters logo and its extensions are the property of the National Career Technical Education Foundation, as managed by NASDCTE. Auxiliary aids and services available upon request to individuals with disabilities. State and federal laws require the Department of Labor and Regulation to provide services to all qualified persons without regard to race, color, creed, religion, age, sex, ancestry, national origin, or disability.