

## BUSINESS PROJECT

Course Title: CBE I

Project Name: Employment--The ABC'S of the Job Market

Time: Two hours

Objectives: Demonstrate Effective Career Planning

Materials Needed: Prizes for winners.

Resources Needed: Want ads, Dictionary of Occupational Titles

Student Handouts Needed: ABC'S OF JOB MARKET; THE NEWS ON THE JOB MARKET; Evaluation sheet

Interdisciplinary Involvement: Mathematics, Language Arts

Step-by-step Details for Project Implementation:

### ACTIVITY I:

Each cluster of students will compete with the others to see if they can use each letter of the alphabet as the first letter of a legitimate job title. For example: A is for accountant; B is for baker, etc. One student in each cluster will record these job titles. The group that completes the task first, or the group with the most letters completed when time is called, will be the winning group.

1. Assign a group leader to each cluster who will record the responses.
2. Give each cluster 45 seconds to determine their strategy for completing the activity; such as, whether the group will call out job titles randomly or go through the alphabet in order, or assign specific letters to certain students.
3. Students will be given 2 minutes to complete lists. Begin the timing as soon as the strategy session is complete.
4. Determine the winning group, and let that group read their list. Encourage students to make notes on their own sheets.
5. Award a prize to the winning group.
6. Discuss the results with the class. Was the activity easy? How many had never heard of certain job titles?

## THE ABC'S OF THE JOB MARKET

**A** \_\_\_\_\_ **K** \_\_\_\_\_ **U** \_\_\_\_\_

**B** \_\_\_\_\_ **L** \_\_\_\_\_ **V** \_\_\_\_\_

**C** \_\_\_\_\_ **M** \_\_\_\_\_ **W** \_\_\_\_\_

**D** \_\_\_\_\_ **N** \_\_\_\_\_ **X** \_\_\_\_\_

**E** \_\_\_\_\_ **O** \_\_\_\_\_ **Y** \_\_\_\_\_

**F** \_\_\_\_\_ **P** \_\_\_\_\_ **Z** \_\_\_\_\_

**G** \_\_\_\_\_ **Q** \_\_\_\_\_

**H** \_\_\_\_\_ **R** \_\_\_\_\_

**I** \_\_\_\_\_ **S** \_\_\_\_\_

**J** \_\_\_\_\_ **T** \_\_\_\_\_

## ACTIVITY II: GETTING THE NEWS ON THE JOB MARKET

Students will be assigned certain letters of the alphabet for which they must identify as many job titles as possible. Each cluster of students will search through the classified ads in the newspaper for different job titles which are included in their designated alphabetic section. Students will record a list of these job titles.

1. Assign a group leader.
2. The group leader will choose a colored piece of paper with certain letters of the alphabet written on it. The group leader will then obtain a stack of newspapers which has been designated with this same color.
3. Papers will be distributed evenly throughout the group with students working in pairs.
4. Students will compile a list of all the different job titles which they see that begin with their designated letters. Students will be allowed 30 minutes to complete this activity.
5. Students will be encouraged to discuss the job titles among themselves and use the Dictionary of Occupational Titles for those titles with which they are not familiar.
6. Instructor should monitor the progress of the students and answer questions.

## THE NEWS ON THE JOB MARKET

LETTERS:

\_\_\_\_\_

### JOB TITLE

### JOB DESCRIPTION

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## ASSESSMENT

Each group should discuss their findings with the remainder of the class. In the course of the discussion, the following questions should be addressed by the students:

1. What did you learn from looking at job ads in this way?  
(Possible answers: What is in the job market at the present?  
What jobs are in demand?) \_\_\_\_\_20
2. Which job titles had the most listings? \_\_\_\_\_20
3. What does this tell you about future job trends?  
Share one unusual or unfamiliar job title you found. \_\_\_\_\_20
4. What can you tell about the local job market from these ads? \_\_\_\_\_20
5. How might these ads differ in other parts of the country? \_\_\_\_\_20