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# **CAREER HEROES**

**A Career Awareness Workbook for 3rd/4th Graders**

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# WHAT IS A CAREER HERO?

Have you ever noticed how average, ordinary workers are a lot like superheroes?

Seriously. They might not wear spandex bodysuits (well, except for dancers), but many do wear uniforms or distinctive clothing that marks them as someone who is there to help you.

Speaking of helping people, isn't that exactly what both superheroes and workers do all day long? Whether it's the guy who paints your house or the lady who helps you get a loan to buy a house, people in careers are there to help you.

"But wait," you say, "Superheroes have special abilities. They have been through rigorous training, and have an arsenal of highly-specialized equipment to fight the forces of evil."

Exactly. And Career Heroes are no different. Performing each job takes a unique set of skills and knowledge. Some careers take years of training, and most require special tools that must be mastered.

In fact, we thought Career Heroes were so special that they deserved their own set of trading cards. Each card features a different Career Hero and details the kinds of feats they perform on the job, the tools they have mastered, and the training they needed to qualify for their job.

This workbook introduces you to a few of the hundreds of Career Heroes out there making the world a better place. It also describes the 6 different types of Career Heroes: Doers, Thinkers, Creators, Helpers, Persuaders, and Organizers. Maybe one of these types sounds a lot like you. Do you have what it takes to become a Career Hero?



# REALISTIC CAREERS

for "Doers"



People in "Realistic" careers like to work with things more than with people. They are usually good at doing things with their hands or playing sports. Most of the time, they like to be outdoors and work with tools and machines.

## Realistic Career Heroes Include:

- Carpet Installers
- Desktop Publishers
- Etchers and Engravers
- Electrical Engineers
- Roofers
- Veterinarians

## CARPET INSTALLERS

Carpet Installers cut and lay carpet. They measure, clean, and check the floor, put down tack or tape, and lay the pad. Then they cut, lay, and stretch the carpet.



**Carpet Installer**

Wage Points: \$ 17/hour

**Special Abilities:**

**Feats Performed:** Thinking creatively, getting information, interacting with computers, making decisions and solving problems

**Tools Mastered:** Glue guns, floor scraper blades, power saws, staple guns, carpet shears, utility knives

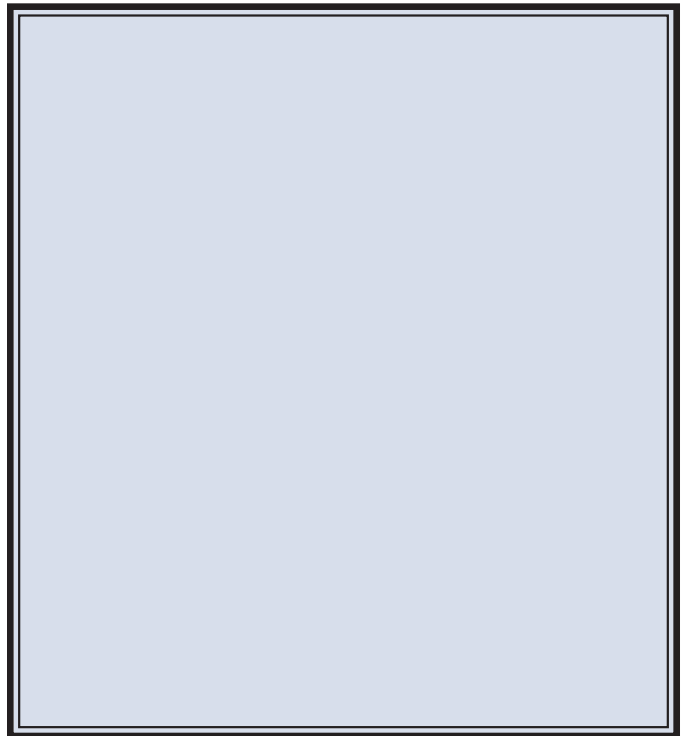
**Training:** On-the-job training

**Annual Openings (Montana):** 5

**2006 Employment (Montana):** 217

## CAREER HERO CHALLENGE

In the space below, draw the shape that a piece of carpeting would need to be to fit your bedroom.







# REALISTIC CAREERS

for "Doers"


## ELECTRICAL ENGINEERS

Electrical engineers plan, test, and help build many kinds of electrical and electronic equipment. They design all kinds of machines that use electricity, such as appliances, TVs, computers, robots, and much more.


### CAREER HERO CHALLENGE

List three electrical or electronic items in your home that an engineer probably designed.

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



### Electrical Engineer



**Wage Points:** \$ 36/hour

**Special Abilities:**

**Feats Performed:** Interacting with computers; getting information; organizing, planning, and prioritizing work; making decisions and solving problems; analyzing data

**Tools Mastered:** Laboratory evaporators, spectrometers, signal generators, semiconductor process systems

**Training:** Bachelor's Degree (4 years of college) or higher

**Annual Openings (Montana):** 17

**2006 Employment (Montana):** 349

## VETERINARIANS

Veterinarians diagnose and treat illnesses and injuries of animals. They may work with household pets or farm animals. Some do research to improve animal health.

### CAREER HERO CHALLENGE

Circle the animals below that a veterinarian may work with.



# REALISTIC CAREERS

for "Doers"



## ROOFERS

Roofers put roofs on new buildings. They repair or replace damaged roofs. They work on flat or slanted roofs. Sometimes they work on top of really tall buildings. Roofers also work with many types of materials.

### CAREER HERO CHALLENGE

In the space below, draw a type of building a roofer might work on.

## DESKTOP PUBLISHERS

Desktop publishers use computers to design layouts for printed materials. They combine text and graphics like photographs and drawings to create things like brochures and printed magazines. Their goal is to make printed material appealing to readers and easy for them to follow.

### CAREER HERO CHALLENGE

Find a magazine article that you think would be fun to read because of the way it looks.

## ETCHERS & ENGRAVERS

Etchers and Engravers put letters or designs on things. They put designs on different types of metals. They can put pictures on wood pieces. They can also put letters on jewelry.

### CAREER HERO CHALLENGE

Pretend you've won first place in a competition of some kind. Write your name, and date, and the type of award on the trophy below.



*What other careers can you think of that might be in the realistic group?*

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# INVESTIGATIVE CAREERS

for "Thinkers"

People in "Investigative" careers like to explore and understand things or events, rather than persuade others or sell them things. They are usually good at math and science and like to work alone to solve problems.

## Investigative Career Heroes Include:

- 🔍 **Chiropractors**
- 🔍 **Computer Systems Analysts**
- 🔍 **Dieticians & Nutritionists**
- 🔍 **Forensic Science Technicians**
- 🔍 **Soil & Plant Scientists**
- 🔍 **Surveying & Mapping Technicians**



### Dietician/Nutritionist



**Wage Points: \$ 23/hour**

**Special Abilities:**

**Feats Performed:** Recording information, interpreting information for others, analyzing data, updating and using information, getting information, communicating

**Tools Mastered:** Hydrostatic weighing machines, calorimeters, glucose monitors, impedance meters

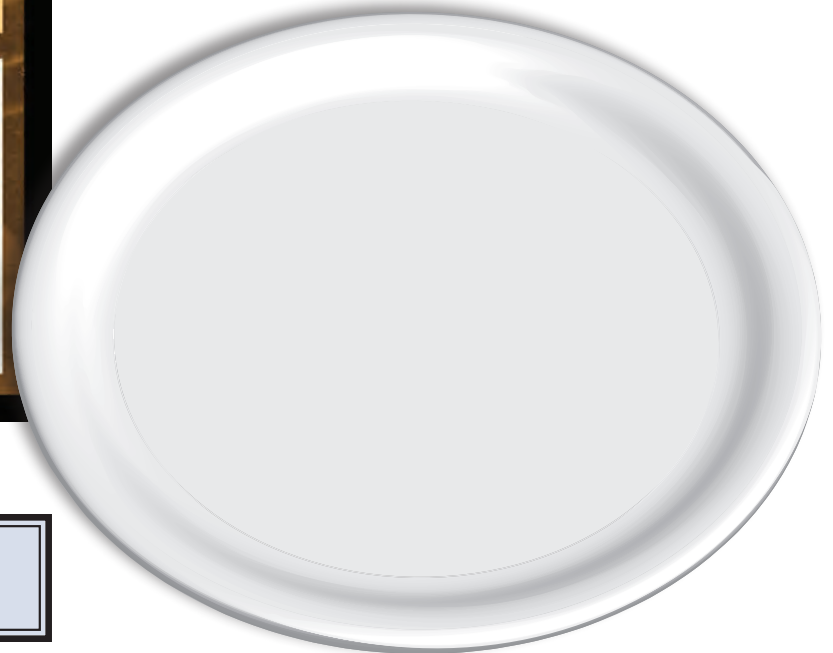
**Training:** Bachelor's Degree (4 years of college) or higher

**Annual Openings (Montana):** 6

**2006 Employment (Montana):** 168

## DIETICIANS AND NUTRITIONISTS

Dieticians and nutritionists study how our bodies use the foods we eat. They help people choose foods that will keep their bodies healthy. They teach people about the basic food groups, vitamins, minerals, fats, and fiber. They plan menus for patients in hospitals or for cafeterias in places like schools and rest homes.



### CAREER HERO CHALLENGE

On the plate to the right, draw a healthy meal. Try to choose foods from all four basic food groups.



# INVESTIGATIVE CAREERS

for "Thinkers"



## COMPUTER SYSTEMS ANALYSTS

Computer systems analysts design and plan ways that computers can do work for businesses and people. They study the kinds of work to be done, then they find or make computer equipment and software that can do the job. They test the finished system to make sure it works right.

## SOIL AND PLANT SCIENTISTS

Soil and plant scientists research plants to see what conditions they thrive in. They may work with agricultural plants, studying what makes up the soil, and how plants grow in different soils.

### CAREER HERO CHALLENGE

On the upper leaves of the plant below, write in three kinds of plants. On the lower leaves, write in four things that people make from plants.



### CAREER HERO CHALLENGE

See if you can list four things that computers can now do for people that used to be done by hand.

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

## CHIROPRACTORS

Chiropractors treat problems in patients' bones, muscles, and nerves. They examine patients and sometimes take x-rays. If bones are not in the right place, chiropractors adjust them with their hands. Chiropractors also teach their patients about healthy eating and the importance of good posture.

### CAREER HERO CHALLENGE

On the blank lines below each picture of bones, write the name of the body part.





# INVESTIGATIVE CAREERS for "Thinkers"

## ARCHEOLOGISTS

Archeologists study human life and culture from the distant past. They learn about the past by digging up the artifacts left behind, including bones, pottery, and buildings. They describe and record artifacts and try to determine what they mean.

Archeologist

Wage Points: \$ 24/hour

**Special Abilities:**

**Feats Performed:** Getting information; documenting/recording information; identifying objects, actions, and events; analyzing data; processing information; interacting with computers, updating and using relevant knowledge

**Tools Mastered:** Computers, cameras, maps

**Training:** Bachelor's Degree (4 years of college) or higher

**Annual Openings (Montana):** 4

**2006 Employment (Montana):** 68

## CAREER HERO CHALLENGE

An Egyptian tomb has been discovered. Archeologists found hieroglyphics (ancient writings) on the walls. Using the key, can you write your name in hieroglyphics?

<b>A</b>	<b>B</b>	<b>C/K</b>	<b>Ch</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>L</b>	<b>M</b>	<b>N</b>
<b>O</b>	<b>P</b>	<b>Q</b>	<b>R</b>	<b>S/C</b>	<b>Sh</b>	<b>T</b>
<b>Th</b>	<b>U</b>	<b>V/W</b>	<b>X</b>	<b>Y</b>	<b>Z</b>	

## FORENSIC SCIENCE TECHNICIANS

### CAREER HERO CHALLENGE

Forensic science technicians help police investigate crimes. They collect, identify, and analyze evidence from crime scenes. They may specialize in areas like fingerprinting or handwriting analysis.

EVIDENCE

Can you identify the fingerprint that matches the one in the evidence box? Remember, the position of the fingerprint on the evidence may be different than its position when taken directly from the finger.



# ARTISTIC CAREERS

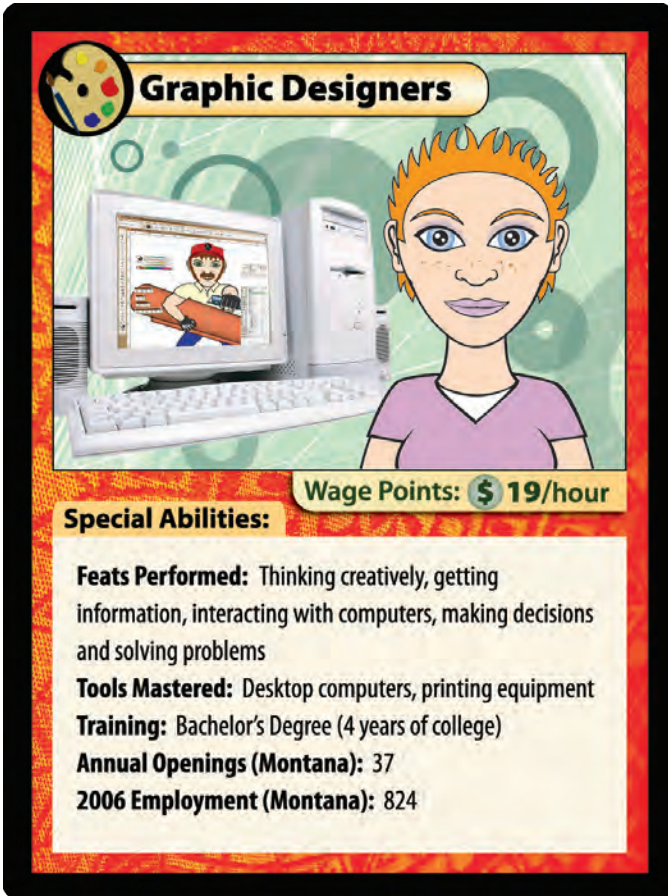
for "Creators"



People in "Artistic" careers like to work with creative ideas and express themselves rather than working within routines and rules. They usually are good in art, enjoy creating their own art work, and have a good imagination.

## Artistic Career Heroes Include:

- 🎨 Camera Operators
- 🎨 Graphic Designers
- 🎨 Fine Artists
- 🎨 Interior Designers
- 🎨 Floral Designers
- 🎨 Writers & Authors



**Graphic Designers**

**Wage Points:** \$ 19/hour

**Special Abilities:**

**Feats Performed:** Thinking creatively, getting information, interacting with computers, making decisions and solving problems

**Tools Mastered:** Desktop computers, printing equipment

**Training:** Bachelor's Degree (4 years of college)

**Annual Openings (Montana):** 37

**2006 Employment (Montana):** 824

## GRAPHIC DESIGNERS

Graphic designers make things look good so people will be interested in them. Some design book, magazine, and CD covers. Graphic designers may work on packages for products or pages on websites. Some of them create new wallpaper patterns, or design greeting cards.

### CAREER HERO CHALLENGE

Find a package for a product that a graphic designer probably created—something that looks good to you. List four reasons you like the way it looks.

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

*What other careers can you think of that might be in the artistic group?*

\_\_\_\_\_





# ARTISTIC CAREERS

for "Creators"

## CAMERA OPERATORS

Camera operators use special cameras to film movies and television programs. They take videos for news events. Some of them also make commercials.



**Camera Operators**

Wage Points: \$ 19/hour

**Special Abilities:**

**Feats Performed:** Thinking creatively; communicating with others; getting information; identifying objects, actions, and events; working directly with the public

**Tools Mastered:** motion picture and video cameras, camera mounts, light meters, video editing equipment

**Training:** On-the-job training

**Annual Openings (Montana):** 11

**2006 Employment (Montana):** 360

## CAREER HERO CHALLENGE

Camera operators work with many objects from people to equipment. Find some of the objects listed below in the word search puzzle.

ACTION	FILM	SCREEN
ACTOR	LIGHTS	SCRIPT
ACTRESS	MOVIES	TELEVISION
CAMERA	PICTURES	VIDEOS

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

## FLORAL DESIGNERS

Floral designers trim flowers to make bouquets, sprays, and wreaths. They make up dish gardens and terrariums. They arrange flowers the way their customers want, using the colors and types of flowers they ask for.

## CAREER HERO CHALLENGE

List 3 events that floral designers might arrange flowers for:

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

# ARTISTIC CAREERS

for "Creators"



## FINE ARTISTS

Fine artists draw and paint or create other art work like sculptures that express feelings and ideas. They use many kinds of materials. Some paint using oils or watercolors. Some draw using pencils or pen and ink. Others mold or carve things out of rock, plaster, clay, or wood.

## WRITERS AND AUTHORS

Writers and authors create original fiction and nonfiction writing for books, magazines, television, radio, movies, and advertisements.

### CAREER HERO CHALLENGE

In the book below, write the names of your three favorite books on the left page, and their authors' names on the right page.



### CAREER HERO CHALLENGE

List 3 places where the work of fine artists is displayed.

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

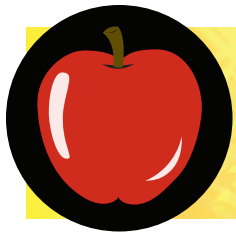
## INTERIOR DESIGNERS

Interior designers plan and furnish the interiors of buildings. They find out what people like, how much money can be spent, and the purpose of the space (office, home, etc.) Then they decorate the area so it makes good use of space, is comfortable, and looks nice.

### CAREER HERO CHALLENGE

Draw a sketch of the changes you would make to your classroom or bedroom if you were an interior designer.





# SOCIAL CAREERS

for "Helpers"

People in "Social" careers like to help, teach, and give people advice more than they like to work with things. They like to be around other people, are interested in how people get along, and like to help other people with their problems.

## Social Career Heroes Include:

- Child Care Workers
- School Counselors
- Fitness Trainers
- Emergency Medical Technicians
- Medical Assistants
- Training & Development Specialists

### Emergency Medical Technicians

**Wage Points:** \$ 13/hour

**Special Abilities:**

**Feats Performed:** Making decisions and solving problems; assisting and caring for others; getting information; operating vehicles and equipment

**Tools Mastered:** Airway suction units, stretchers, syringes, oxygen masks, splints, emergency vehicles

**Training:** Vocational/Technical School

**Annual Openings (Montana):** 19

**2006 Employment (Montana):** 633

## EMERGENCY MEDICAL TECHNICIANS

Emergency Medical Technicians, or EMTs, provide emergency medical care at the scene of an accident or in people's homes after someone calls 911. EMTs find out the patient's condition and decide the immediate treatment needed. They give emergency care following strict rules. When needed, they transport the patient to a hospital for further treatment.



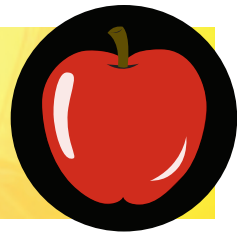
### CAREER HERO CHALLENGE

In the box to the right, circle the things that could prevent an accident that an EMT might respond to. Cross out the items that could cause accidents and health problems.



# SOCIAL CAREERS

for "Helpers"



## FITNESS TRAINERS

Fitness trainers help people set and reach goals to improve their fitness. They determine their clients' physical condition, then suggest exercises that will most help each person. Fitness trainers also show the person how to do the exercise safely and for the best results. They may keep records of their clients' exercise sessions in order to help them make progress toward physical fitness. Some fitness trainers lead exercise classes, such as aerobics.

## CHILD CARE WORKERS

Child care workers attend to children at businesses, schools, and private households. They may dress, feed, bathe, and play with children. The children they tend may be infants, toddlers, or school age children.

### CAREER HERO CHALLENGE

Child care workers may spend time with children of all ages. List at least two activities they could do with each age group.

Infants:

Toddlers:

School-age children:



**Fitness Trainer**

Wage Points: \$ 12/hour

**Special Abilities:**

**Feats Performed:** Working directly with the public; performing physical activities; establishing and maintaining interpersonal relationships; assisting and caring for others; coaching; communicating with others

**Tools Mastered:** Weights, fitness machines & equipment

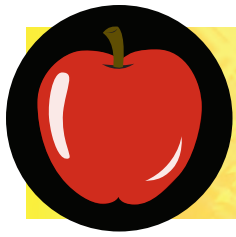
**Training:** Bachelor's Degree (4 years of college) or higher

**Annual Openings (Montana):** 44

**2006 Employment (Montana):** 902

### CAREER HERO CHALLENGE

What's your favorite way to exercise? Draw a picture of yourself doing it.



# SOCIAL CAREERS

for "Helpers"

## TRAINING AND DEVELOPMENT SPECIALISTS

Training and development specialists manage and carry out training and development programs for employees. They study how adults learn and help workers gain skills to make them better at their jobs.

### CAREER HERO CHALLENGE

List 3 things you're good at that you could teach others to do.

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

## SCHOOL COUNSELORS

School counselors help evaluate students' abilities, interests, and talents to set goals for school, work, and life. They work with individuals and with groups of students. They also work with teachers to help classroom activities meet children's needs.

### CAREER HERO CHALLENGE

Name three things that a school counselor should be good at doing in order to do their job well.

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

## MEDICAL ASSISTANTS

Medical assistants help keep the offices of doctors and other health care providers running smoothly. They may answer telephones, greet patients, update and file medical records, and fill out insurance forms. They may also schedule appointments and handle billing. Some medical assistants may ask patients about their medical histories and record vital signs like heart rate, blood pressure, and body weight. They may also prepare patients for examination and help doctors during the exam.

### CAREER HERO CHALLENGE

Circle the tools or supplies a medical assistant might use in a doctor's office.



# ENTERPRISING CAREERS

## for "Persuaders"




People in "Enterprising" careers like to persuade others to do things or give them directions to follow rather than working with things or ideas. They usually like to be a group leader.

### Enterprising Career Heroes Include:

- Funeral Directors
- Medical & Health Services Managers
- Lawyers
- Telemarketers
- Loan Officers
- Travel Agents

## LOAN OFFICERS

Loan officers review applications for loans. They work with people wanting to borrow money. They recommend approval or denial of a loan. Loan officers advise people of their financial status and how to repay the loan. The loans can be personal or for business. They can be for real estate or agriculture.



**Loan Officer**

Wage Points: \$ 25/hour

**Special Abilities:**

**Feats Performed:** Making decisions; getting, processing, and analyzing information; working directly with the public; establishing and maintaining interpersonal relationships; communicating with others

**Tools Mastered:** Desktop computers, digital organizers

**Training:** Bachelor's degree (4 years of college)

**Annual Openings (Montana):** 37

**2006 Employment (Montana):** 1,208

### CAREER HERO CHALLENGE

Suppose a friend wants to borrow money from you. What questions would you ask the friend to help you decide whether you'd loan the money or not?

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*What other careers can you think of that might be in the enterprising group?*

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# ENTERPRISING CAREERS

for "Persuaders"

## TRAVEL AGENTS

**Travel Agent**

**Wage Points:** \$ 14/hour

**Special Abilities:**

**Feats Performed:** Working directly with the public, getting information, interacting with computers, selling or influencing others, communicating with others, updating and using relevant information

**Tools Mastered:** Telephones, desktop computers

**Training:** Some college

**Annual Openings (Montana):** 9

**2006 Employment (Montana):** 391

Travel agents plan entire trips for clients. They plan the places to go and things to do. They make lodging, transportation, and entertainment reservations. Travel agents may plan trips for individuals, businesses, or large groups of people.

### CAREER HERO CHALLENGE

Look at a map or globe and choose a place you would like to visit. Then plan a trip to that place, thinking about how you would get there, how long it may take, and things you could see and do when you get there.

## TELEMARKETERS

Telemarketers contact people and businesses by phone to sell them things. They explain the product or service, talk to the customer about what they need, and take orders and customer information over the phone.

### CAREER HERO CHALLENGE

What kinds of products do telemarketers sell to people over the phone? Write in at least three items.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## FUNERAL DIRECTORS

Funeral directors are in charge of arranging and directing funeral services. They arrange the order of the funeral service and for the burial of the person who died. They must follow the law and wishes of the family.

### CAREER HERO CHALLENGE

Have you ever been to a funeral or seen one on TV? List 4 things you see or hear at a funeral that a funeral director helps plan.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# ENTERPRISING CAREERS

for "Persuaders"



## MEDICAL AND HEALTH SERVICES MANAGERS

Medical and health services managers work in medical, nursing, or other departments of a health care facility. They plan, organize, coordinate, and supervise personnel and patient care. Other duties include finance, in-service training, and information management.

### CAREER HERO CHALLENGE

Doctors are just one example of the types of workers medical and health services managers supervise. Name 3 other types of workers they might supervise.

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

## LAWYERS

Lawyers represent their clients in legal matters, including advising them on the law and writing legal documents. They may handle legal matters for businesses, help different groups come to agreement, and defend or prosecute people accused of crimes.

### CAREER HERO CHALLENGE

One of the many things that lawyers do is to write contracts. In the space below, write a contract for you and your parents. You will agree to take a specific action (clean your room once a week, bring up your math grade by one letter, etc.), and they will agree to give you a certain reward or privilege in return. Remember to leave a place for everyone to sign it.



# CONVENTIONAL CAREERS

for "Organizers"


People in "Conventional" careers like to follow orders and do things exactly according to directions. They usually don't like work that does not have clear instructions to follow. They are usually good in math, like to organize their things, and like to work indoors.

## Conventional Career Heroes Include:

- Accountants
- Archeologists
- Office Clerks
- Medical Records Technicians
- Receptionists
- Tellers

## ACCOUNTANTS

Accountants work with financial information, the numbers telling how a person is doing with money. They may write reports and maintain a record of profit and loss, or the amount of taxes owed.



**Accountant**

**Wage Points:** \$ 26/hour

**Special Abilities:**

**Feats Performed:** Interacting with computers, analyzing data, getting, processing, and recording information, working with people, organizing and planning

**Tools Mastered:** Computers, personal digital assistants

**Training:** Bachelor's Degree (4 years of college)

**Annual Openings (Montana):** 154

**2006 Employment (Montana):** 3,567

## CAREER HERO CHALLENGE

If you make \$100, but give 10% to charity, how much are you left with? \_\_\_\_\_

With the remaining money, choose from the items below to purchase and circle your choices. Try to use all of the remaining money, but make sure to stay within your budget.



\$55



\$30



\$15



\$35



\$45



# CONVENTIONAL CAREERS

for "Organizers"



## SURVEYING AND MAPPING TECHNICIANS

Surveying and mapping technicians help study and map the natural features and man-made structures on the surface of the earth. They may take measurements and notes, make sketches, or use notes and sketches to make maps.



### Surveying/Mapping Technician



**Wage Points:** \$ 16/hour

**Special Abilities:**

**Feats Performed:** Getting information, using computers, analyzing data, identifying objects, making decisions and solving problems, documenting/recording information

**Tools Mastered:** Distance meters, laser measuring systems, levels, sonars, computers, scanners

**Training:** Vocational/Technical School

**Annual Openings (Montana):** 27

**2006 Employment (Montana):** 584

### CAREER HERO CHALLENGE

Use this box to draw a map of your school's playground.

## TELLERS

Tellers work directly with the public in banks and other financial workplaces. They cash checks, accept deposits and loan payments, and help customers withdraw money from their accounts. They may also sell savings bonds and traveller's checks, accept payments for customers' utility bills, and process paperwork.

### CAREER HERO CHALLENGE

Suppose you are a bank teller. A customer wants to cash a check for \$109.28 and withdraw \$74.97 in cash from her savings account. How much total cash would she get?



# CONVENTIONAL CAREERS

for "Organizers"

## RECEPTIONISTS

Receptionists answer telephones, route calls, greet visitors, and answer questions from the public. They also provide information about the organization they work for. Some receptionists handle all the mail coming in and going out of the office. In addition, receptionists monitor visitors coming into the workplace.

## CAREER HERO CHALLENGE

Put a check mark to the left of the characteristics that are important for a receptionist to have. Put a check mark to the right for each characteristic that you have.

- |                          |               |                          |
|--------------------------|---------------|--------------------------|
| <input type="checkbox"/> | Well-mannered | <input type="checkbox"/> |
| <input type="checkbox"/> | Helpful       | <input type="checkbox"/> |
| <input type="checkbox"/> | Truthful      | <input type="checkbox"/> |
| <input type="checkbox"/> | Athletic      | <input type="checkbox"/> |
| <input type="checkbox"/> | Responsible   | <input type="checkbox"/> |
| <input type="checkbox"/> | Humorous      | <input type="checkbox"/> |

## MEDICAL RECORDS TECHNICIANS

Medical records technicians keep all paperwork for medical patients complete, up-to-date, and organized. These records include information on patients' medical history, test results, doctor's examination reports, and treatment plans. Keeping track of this information is very important because a patient may see many different doctors for different problems, and these doctors need accurate information to keep patients healthy and make sure they get the correct treatments and medications.

## CAREER HERO CHALLENGE

See if you can put the following letters in the right order to make words that medical records technicians might find in the paperwork they handle. The first letter of each word is capitalized to help you.

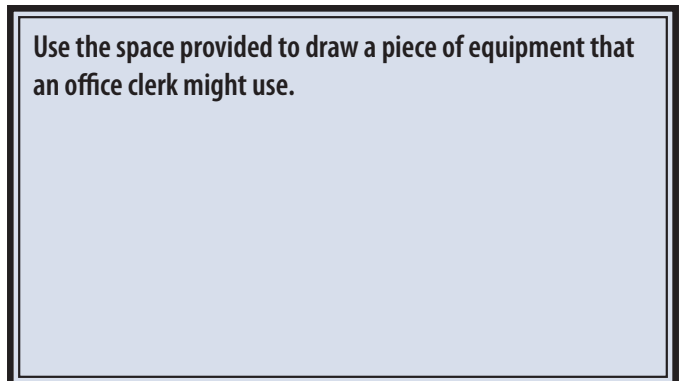
- |         |       |         |       |
|---------|-------|---------|-------|
| yrXa    | _____ | serNu   | _____ |
| cooDrT  | _____ | pyhraTe | _____ |
| itatPne | _____ | eWhtgi  | _____ |
| seiDsae | _____ | tHera   | _____ |

## OFFICE CLERKS

Office clerks' tasks may be very different from day to day. They may do filing, typing, data entry, photocopying, and sending faxes one day, and then deliver messages or proofread papers the next. They might also prepare mailings, answer telephones, and use other office machines. They do whatever is needed to keep the office running smoothly.

## CAREER HERO CHALLENGE

Use the space provided to draw a piece of equipment that an office clerk might use.



# WHICH TYPE ARE YOU?

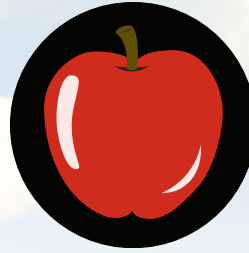
Here's a quick list of the six Career Types and the things people in those careers like to do. In those lists, circle the items that you also like to do.



## Realistic

Like To...

- Work with Things
- Play Sports
- Use Tools and Machines
- Be Outdoors



## Social

Like To...

- Help People
- Teach Others
- Give Advice
- Be Around People



## Investigative

Like To...

- Solve Problems
- Explore
- Learn New Things
- Use Math and Science



## Enterprising

Like To...

- Persuade Others
- Give Directions
- Work with People
- Be a Leader



## Artistic

Like To...

- Express Themselves
- Do Art Projects
- Create Things
- Use their Imagination



## Conventional

Like To...

- Follow Instructions
- Solve Math Problems
- Organize Things
- Work Indoors

Which of the 6 Career Types do you think fits you best? On the lines below, explain why you think it would be a good fit for you.

---

---

---

No matter which career type you choose, the additional activities in the rest of this workbook will help you learn more about the world of careers.





# ADDITIONAL ACTIVITIES

## TRUE FALSE QUIZ

Check the boxes to indicate whether each statement is true or false. On the blank lines, write why you choose true or false.

- |   | True                     | False                    |
|---|--------------------------|--------------------------|
| 1. I need to know exactly what I want to be when I grow up.<br>_____                          | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Once I decide on a career, I have to stay in that career for the rest of my life.<br>_____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. My job right now is being a student in school.<br>_____                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Lots of good work habits begin when I am a student.<br>_____                               | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Kids my age don't have jobs.<br>_____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. We only learn things in school.<br>_____   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Working in a group is easy because everyone always agrees with each other.<br>_____        | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. People get hired for jobs just because they want them.<br>_____                            | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. I need information to make good choices.<br>_____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Positive thinking helps you take action; negative thinking causes you to stop.<br>_____   | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. I can learn from my mistakes.<br>_____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. It is important to have a plan of action when I decide on a career.<br>_____              | <input type="checkbox"/> | <input type="checkbox"/> |



# DEFINITIONS

**Employer:** The person or company who pays a worker for doing a job.

**Industry:** A group of businesses making similar types of goods or services

**Job:** The set of tasks done for a specific employer.

**Occupation:** The name for a unique set of tasks, skills, and abilities that a worker performs. People who work for different companies can still be in the same occupation.

**Skills:** Abilities that you have gained through training and practice. They may not be the things you are “naturally” good at, but rather the things you have worked hard to be good at.

## Questions:

1. What occupations do your family members have?

---

---

---

---

2. What are the names of some of the employers in your community?

---

---

---

---

3. What kinds of jobs can be done in a hospital?

---

---

---

---



## ***WRITE IT DOWN***

How many occupations can you list that begin with the letter...

**P** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**B** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**M** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





# WORD SEARCH

Find the hidden words listed below. Remember, the words can run up, down, backward, forward, or diagonally.



Career	Uniform	Interests	Salary	Information
Occupation	Industry	Explore	Profession	Training
Job	Employer	Business	Work	Labor Market
Tools	Wage	Goal	Skill	Employment

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



# **CAREER HERO SECRET IDENTITY SCRAMBLE**

Can you reveal the secret identities of the career heroes by unscrambling the letters in the list of names below?

- 1) **Anna C. Coutt** \_\_\_\_\_
- 2) **Ray Creets** \_\_\_\_\_
- 3) **Tim Niser** \_\_\_\_\_
- 4) **Roy Tenat** \_\_\_\_\_
- 5) **Art Rein** \_\_\_\_\_
- 6) **Chet Incani** \_\_\_\_\_
- 7) **Leon Roucs** \_\_\_\_\_
- 8) **Nat Joir** \_\_\_\_\_
- 9) **Sami C. Thin** \_\_\_\_\_
- 10) **Regie Nen** \_\_\_\_\_
- 11) **Lela A. Prag** \_\_\_\_\_
- 12) **Vic E. Teedt** \_\_\_\_\_
- 13) **Bee W. Smart** \_\_\_\_\_

**Words to choose from:**

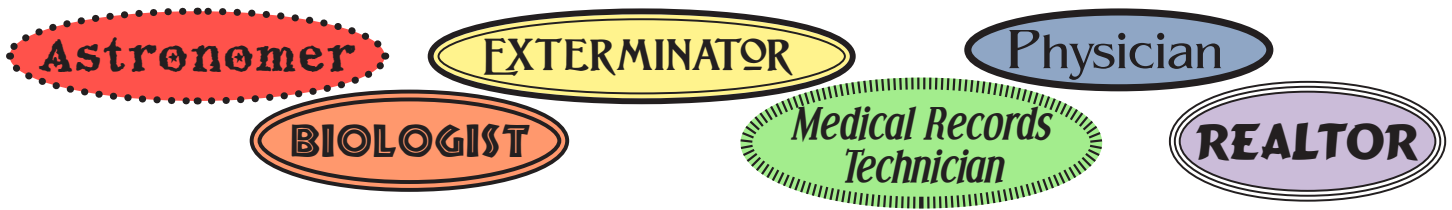
- |            |           |           |           |            |           |
|------------|-----------|-----------|-----------|------------|-----------|
| Minister   | Engineer  | Janitor   | Trainer   | Teacher    | Detective |
| Accountant | Secretary | Webmaster | Machinist | Technician | Counselor |
| Paralegal  | Attorney  |           |           |            |           |



# EQUIPMENT CHALLENGE

Career Heroes have all the skills, knowledge, and training they need to be experts at their jobs. However, without the right tools, they can't do their jobs at all.

1. Matching - Draw a line connecting the careers on the top with the correct tools on the bottom.



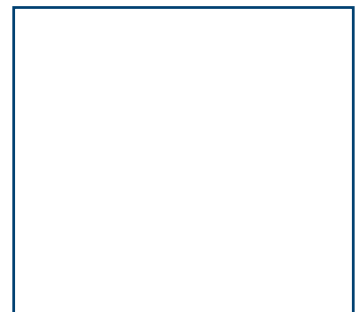
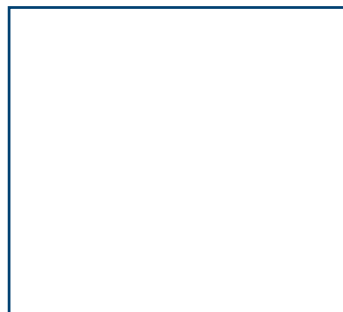
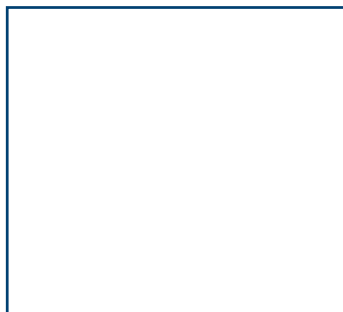
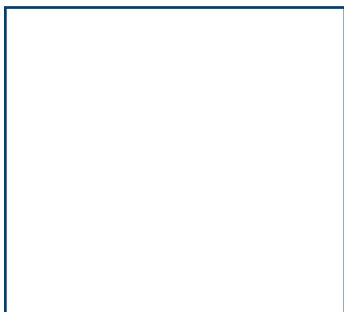
2. Drawing - In the boxes below, draw a picture of a tool that might be used by each Career Hero.

**Carpenter**

**Police Officer**

**Teacher**

**Reporter**

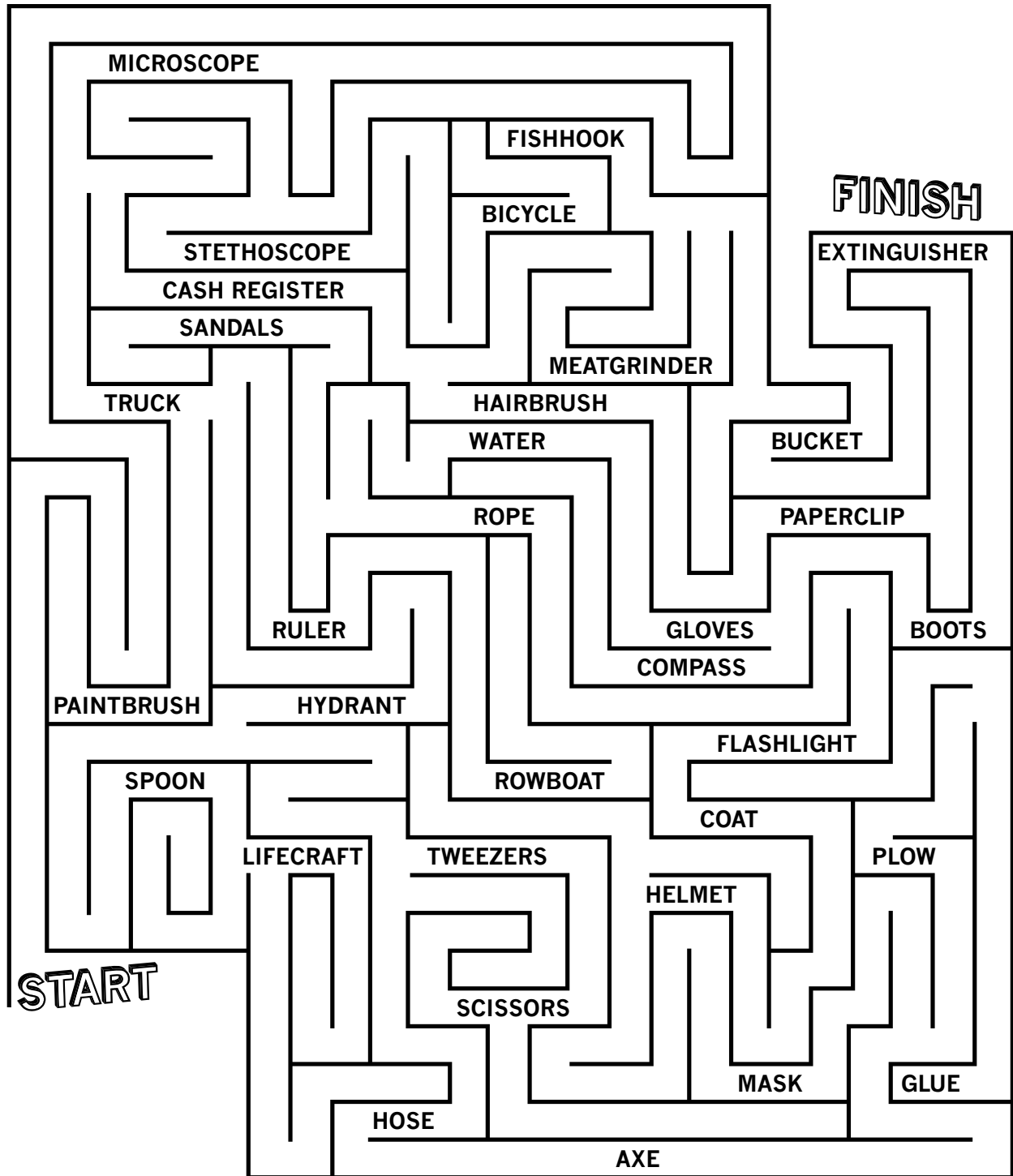






# FIREFIGHTER MAZE

Every occupation uses a unique set of tools. Help the Firefighter Career Hero collect his tools. Taking the route with the firefighter's tools will lead you to the fire.





# **CHOOSE AN OCCUPATION**

1. Choose an occupation that interests you and write it down here:

---

2. What kind of skills do you think a person would need for this occupation?

---

---

---

3. What kind of technology or tools does a person in this occupation would use?

---

---

---

4. What do you think a person in this occupation does on a typical day?

---

---

---

5. How is their day on the job similar to your day at school?

---

---

---

6. What kind of education do you think a person would need for this occupation?

---



# ***INTERVIEW***

One of the best ways to learn about a career is to interview someone working in that career. Interview a person in a career that interests you. Here are some questions you might want to ask.

1. Where do you work?

---

2. What is your job title?

---

3. What is your favorite part of your job?

---

4. What is your least favorite part of your job?

---

5. Have you ever made a mistake in your job?

---

6. What is the easiest part of your job?

---

7. What is the hardest part of your job?

---

8. Do you use any special tools in your job?

---

9. Did you need special training for your job?

---

10. How did you figure out what career you wanted?

---

11. What was your favorite subject in school?

---

12. What school subject helps you the most in your job?

---

13. What career did you think about when you were young?

---

14. What do you like to do in your free time?

---





# MULTIPLE ROLES

Every person plays more than one role in life. Can you identify some of your roles?

I am the child of \_\_\_\_\_.

I am the student of \_\_\_\_\_.

I live in the community of \_\_\_\_\_.

I am a member of \_\_\_\_\_.

I am a player of \_\_\_\_\_.

I am an owner of \_\_\_\_\_.

I am a relative of \_\_\_\_\_.

I am a friend of \_\_\_\_\_.

\_\_\_\_\_ is a teacher at my school.

\_\_\_\_\_ is a person in my neighborhood.

\_\_\_\_\_ is a member of my family.

\_\_\_\_\_ is a member of my team.

\_\_\_\_\_ is a member of my class.

## Self-knowledge

The more you know about yourself, the better you can pick a career that is right for you. Fill in the blanks below with information about yourself.

1. Things that interest me at home: \_\_\_\_\_

2. Things that interest me at school: \_\_\_\_\_

3. Things I am good at doing: \_\_\_\_\_

4. Subjects I have to work hard at: \_\_\_\_\_

5. Subjects that are easy for me: \_\_\_\_\_

(circle one)

6. I like to solve number problems    yes    no

7. I like to write about my ideas    yes    no

8. I am very organized    yes    no

9. What careers might use some of these interests and abilities? \_\_\_\_\_



# WORK HABITS

Good work habits are important in any job you have. Right now your job is going to school. Look at your work habits at school and at home and see where you could work to improve these habits for the future. From the following list of good habits, circle the number from 1 to 10 that best shows how often you practice these habits.

## School Work Habits:

	Never								Always	
I arrive at school on time	1	2	3	4	5	6	7	8	9	10
I listen to directions	1	2	3	4	5	6	7	8	9	10
I hand in homework on time	1	2	3	4	5	6	7	8	9	10
I cooperate with other students	1	2	3	4	5	6	7	8	9	10
I check my work	1	2	3	4	5	6	7	8	9	10
I work neatly	1	2	3	4	5	6	7	8	9	10
I use time wisely	1	2	3	4	5	6	7	8	9	10
I keep my desk neat and clean	1	2	3	4	5	6	7	8	9	10
I try to improve my grades	1	2	3	4	5	6	7	8	9	10
I follow the rules	1	2	3	4	5	6	7	8	9	10

## Home Work Habits:

	Never								Always	
I wake up on time	1	2	3	4	5	6	7	8	9	10
I listen to directions	1	2	3	4	5	6	7	8	9	10
I do chores when I am supposed to	1	2	3	4	5	6	7	8	9	10
I cooperate with my brothers and sisters	1	2	3	4	5	6	7	8	9	10
I check that my chores are done completely	1	2	3	4	5	6	7	8	9	10
I put my things away	1	2	3	4	5	6	7	8	9	10
I use time wisely	1	2	3	4	5	6	7	8	9	10
I keep my room neat and clean	1	2	3	4	5	6	7	8	9	10
I help without being asked	1	2	3	4	5	6	7	8	9	10
I follow the rules	1	2	3	4	5	6	7	8	9	10

Two habits I will try to improve on are:

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

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



# **WORK ENVIRONMENT**

Different careers take place in different environments. A forest ranger works in a very different place than an elementary school teacher does. Think about the environment you may want to work in. On each line, circle the environment you like better.

## ***Would you like to...***

## ***Or would you rather...***

Work indoors

Work outdoors

Work with people

Work with information

Travel

Work in an office

Work with your hands

Work with your mind

Work by yourself

Work in groups

Work during the day

Work at night

Work in busy places

Work in quiet places

Wear a uniform

Wear everyday clothing

Make things

Sell things

Communicate with words

Use math

Work 12 months a year

Work during certain seasons

Work the same schedule every day

Work a changing schedule

Give directions to others

Take directions from others

Work with humans

Work with animals

Work under pressure

Work without deadlines

Can you think of some careers that have most of your favored environments? Write them below.

---

---

---

---

---







## ***CAN YOU HAIKU?***

Haiku poems are unrhymed traditional Japanese poetry. They are very short, just 3 lines, with 17 syllables total. The first and third lines have 5 syllables and the second line has 7 syllables. Most Haiku poems describe some detail of everyday life with a personal reaction. The poems have two sections. The poet moves from description to reflection. Try to create an image of yourself or a career with just a few words following the Haiku format. Here are 3 samples to help you get started:

### **The Accountant:**

*Adding, subtracting  
Calculator on the desk  
Numbers never stop*

### **The Vet:**

*The animals come  
Each day the doors open wide—  
Owners look like them*

### **Susan:**

*A large broad smile  
Her wide open brown eyes blink  
Happy in her skin*

(5) \_\_\_\_\_

(7) \_\_\_\_\_

(5) \_\_\_\_\_

(5) \_\_\_\_\_

(7) \_\_\_\_\_

(5) \_\_\_\_\_

(5) \_\_\_\_\_

(7) \_\_\_\_\_

(5) \_\_\_\_\_



## ***WHAT KIND OF CAREER HERO ARE YOU?***

Now that you've met some of the Career Heroes and have learned a whole a lot about the different types of jobs out there, do you have an idea what type of Career Hero you would like to be? In the space below, draw a picture of yourself as a Career Hero. Don't forget to list your feats performed and tools mastered. And don't forget to have fun—right now, and in your future career!

Wage Points: \$   /hour

**Special Abilities:**

**Feats Performed:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Tools Mastered:** \_\_\_\_\_

\_\_\_\_\_

**Training:** \_\_\_\_\_

**CAREER HEROES**

**38**







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