

Top 10 X 20



GOAL 1: All Missouri students will graduate
College and Career Ready

Measures:

- *National Assessment of Educational Progress (NAEP)*
- *State Assessments – MAP and EOC*
- *College and Career Ready Assessments*
 - *ACT, SAT, COMPASS, ASVAB, TSA*

College and Career Ready



“an individual who is ready to succeed in entry-level, credit-bearing, academic college courses and in workforce training programs...”

Core academic skills and ability to apply in concrete situations

Employability skills (i.e. critical thinking, responsibility, soft skills)

National Governors Association

College and Career Ready



*The degree to which **academic** (curriculum & performance) and **interpersonal** (advising, counseling and support) experiences prepare a student to make informed decisions, transition successfully and meet the demands of college or the workforce.*

Conley, D., Cline, Z., Spence, D., and Venezia, A.

Guidance GLE's



Personal/Social Development

Skills for:

- ▣ Understanding Self
- ▣ Interacting With Others
- ▣ Personal Safety & Coping

Guidance GLE's



Academic Development

Skills for:

- ▣ Educational Achievement
- ▣ Transitioning
- ▣ Personal Plans of Study

Guidance GLE's



Career Development

Skills for:

- ▣ Career Exploration and Planning
- ▣ Obtaining Information
- ▣ Employment Readiness

Missouri Connections



- 1. Learning - Options and Opportunities**
- 2. Understanding Self**
- 3. Planning and Preparation**

Personal Plans of Study

User name:

Password:

[Forgot your username and password?](#)

[Site/Staff Administration Login](#)

- Career Exploration →
- Career Information System →
- College Exploration →
- Paying for College →
- Career Search →
- System Feedback Survey →
- Resources
- Training and Support →



Connect to Your Future... Today!

Missouri Connections is a web-based resource to help Missouri Citizens determine their career interests, explore occupations, establish education plans, develop job search strategies, and create resumé. Sponsored by the Department of Elementary and Secondary Education and the Department of Economic Development, Missouri Connections is available to students, parents, guidance counselors, educators, and job seekers at no charge.

[Students](#) | [Parents](#) | [Educators](#) | [Job Seekers](#) | [Career Centers](#)

Students

Begin your career exploration and planning with the Missouri Connections' **Career Information System**.



Register/log-in for these personalized features:

- **Take Career Information System assessments**
Learn about your career interests, values, and skills.
- **Build a portfolio**
Keep track of assessment scores, favorite clusters, occupations, colleges, resumé, and more!
- **Create your career plan and course plan**
Review with your counselor at least once a year.

If you already have an account, log with your personal username and password

[New Users](#)

Missouri Connections
Training Opportunities and Registration

User name:

Password:

[Forgot your username and password?](#)

[Site/Staff Administration Login](#)

- [Career Exploration](#)
- [Career Information System](#)
- [College Exploration](#)
- [Paying for College](#)
- [Career Search](#)
- [System Feedback Survey](#)
- [Resources](#)
- [Training and Support](#)



Connect to Your Future... Today!

Missouri Connections is a web-based resource to help Missouri Citizens determine their career interests, explore occupations, establish education plans, develop job search strategies, and create resumé. Sponsored by the Department of Elementary and Secondary Education and the Department of Economic Development, Missouri Connections is available to students, parents, guidance counselors, educators, and job seekers at no charge.

[Students](#) | [Parents](#) | [Educators](#) | [Job Seekers](#) | [Career Centers](#)

Students

- 16 Careers Clusters
- Hot Careers in Missouri
- Missouri Career Exploration Tool
- Missouri Family Wage Calculator
- Missouri Occupation Profile Sheets

career exploration and planning with the Missouri **Career Information System.**

for these personalized features:

- **Take Career Information System assessments**
Learn about your career interests, values, and skills.
- **Build a portfolio**
Keep track of assessment scores, favorite clusters, occupations, colleges, resúmes, and more!
- **Create your career plan and course plan**
Review with your counselor at least once a year.

If you already have an account, log with your personal username and password

[New Users](#)



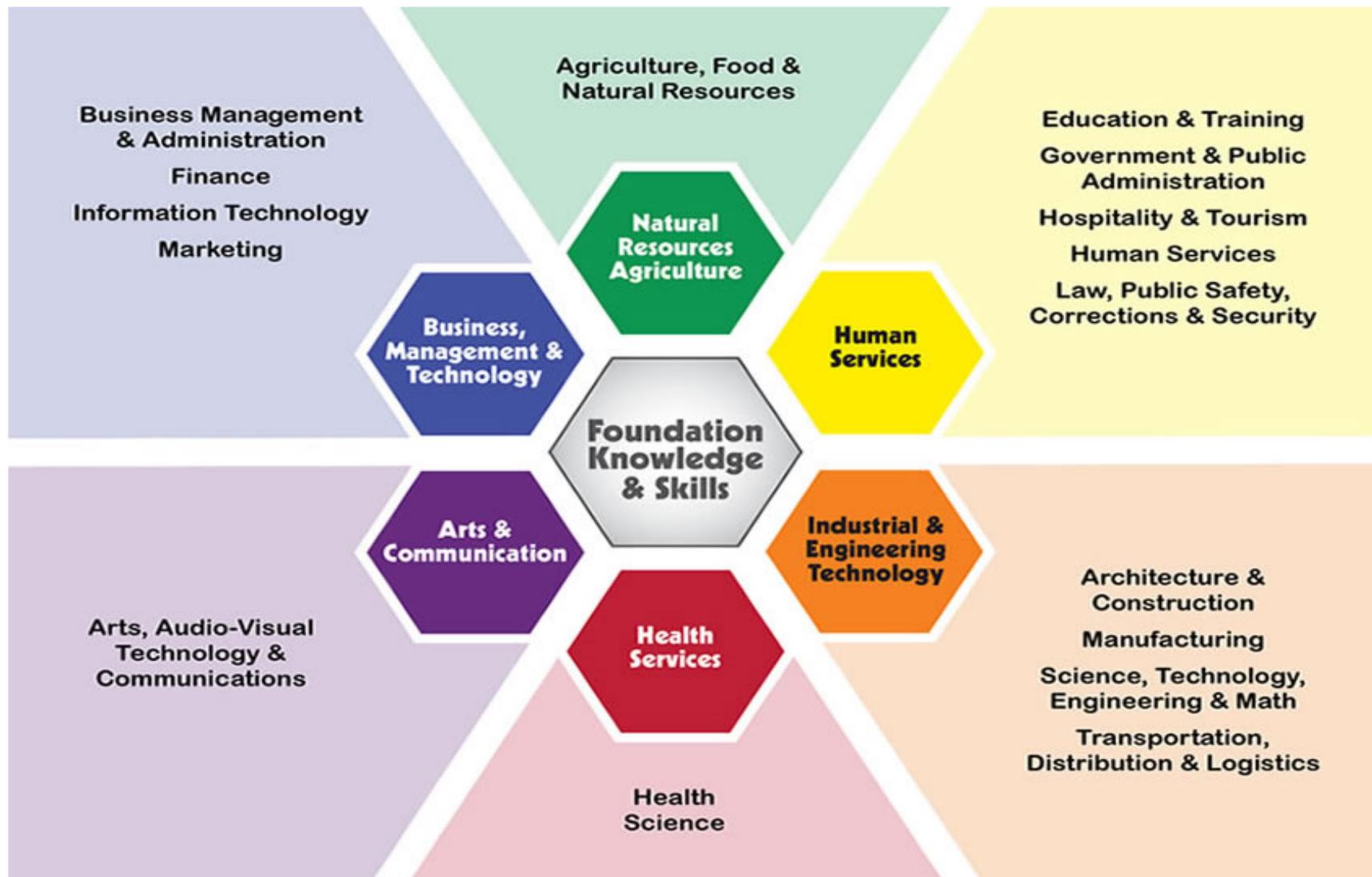
Missouri Connections
Training Opportunities and Registration

Career Clusters

This diagram is a visual map of the "Career Clusters" model developed to help students, parents, employers, and those in the educational system understand how curriculum relates to the career opportunities from which students will choose, and for which schools must prepare them.

Click on the areas of the diagram to learn more about each career cluster.

Watch an [introductory video](#) about Career Clusters.



Business Management and Administration

- [Overview](#)
- [Pathways](#)
- [Level of education and earnings](#)
- [Skills](#)
- [Helpful high school courses](#)
- [Employment and outlook](#)
- [Additional resources](#)

Related Information

- [Occupations](#)
- [Degree & Certificate Programs](#)

Videos

- [View Video](#)

Skills

You will need the following skills to be successful in studying and working in the Business Management and Administration career cluster. These are skills you learn and practice in your high school courses to use in the occupations in this cluster.

Communicate

- Understand spoken information.
- Understand written information.
- Express ideas clearly when speaking.
- Write ideas clearly.
- Read and understand work-related materials.
- Write so other people can understand.
- Speak so listeners understand the information.

Reason and Problem Solve


- Use reasoning to discover answers to problems.
- Combine several pieces of information and draw conclusions.
- Analyze ideas and use logic to determine their strengths and weaknesses.
- Understand new information of materials by studying and working with them.
- Recognize the nature of a problem.
- Find and recognize important information.
- Put pieces of information in order.
- Develop a number of possible solutions for problems.
- Evaluate the usefulness of ideas.
- Examine solutions to problems and evaluate their effectiveness.
- Identify possible long-term outcomes of changes.
- Judge the costs and benefits of a possible action.
- Study measures of system performance and review their accuracy.
- Identify problems and review information.

Business Management and Administration

[ Print]

- [Overview](#)
- [Pathways](#)
- [Level of education and earnings](#)
- [Skills](#)
- [Helpful high school courses](#)
- [Employment and outlook](#)
- [Additional resources](#)

Related Information

-  [Occupations](#)
- [Degree & Certificate Programs](#)

Videos

-  [View Video](#)

Occupations

The occupations listed below are similar to the occupation you are currently exploring. The occupations may have similar work duties, use similar skills, be in the same career ladder, have a similar level of education, or be related in another way.

Occupations

- [Administrative Services Managers](#)
- [Advertising Managers](#)
- [Billing Clerks](#)
- [Bookkeeping and Accounting Clerks](#)
- [Business Executives](#)
- [Computer Operators](#)
- [Copy Machine Operators](#)
- [Couriers and Messengers](#)
- [Court Reporters](#)
- [Data Entry Keyers](#)
- [Employee Training Specialists](#)
- [Employment Interviewers](#)
- [Employment Recruiters](#)
- [Executive Secretaries](#)
- [File Clerks](#)
- [Forensic Accountants \(Emerging\)](#)
- [General and Operations Managers](#)
- [General Office Clerks](#)
- [Human Resources Assistants](#)
- [Human Resources Managers](#)
- [Interviewing Clerks](#)
- [Job Benefits and Analysis Specialists](#)
- [Mail Clerks](#)
- [Management Analysts](#)
- [Meeting and Convention Planners](#)
- [Office Managers](#)
- [Operations Research Analysts](#)
- [Order Clerks](#)
- [Payroll and Timekeeping Clerks](#)
- [Project Managers \(Emerging\)](#)
- [Property and Real Estate Managers](#)
- [Receptionists](#)
- [Secretaries](#)
- [Shipping and Receiving Clerks](#)
- [Statistical Clerks](#)

Administrative Services Managers

Overview

- [Task list](#)
- [Common work activities](#)
- [Working conditions](#)
- [Physical demands](#)
- [Skills and abilities](#)
- [Knowledge](#)
- [Preparation](#)
- [Helpful high school courses](#)
- [Hiring practices](#)
- [Wages](#)
- [Employment and outlook](#)
- [Interests](#)
- [Advancement opportunities](#)
- [References](#)

Related Information

- [Occupations](#)
- [Degree & Certificate Programs](#)
- [Military Occupations](#)
-  [JOBcentral](#)

Videos

-  [View Video](#)

Overview

Administrative services managers coordinate support services for businesses and organizations.

At a successful company, things often look like they run themselves. The employees know what their tasks are, every deadline is met, and products sell out. The office itself is clean and organized. The copy machine has paper, pencils are sharpened, and the air conditioning keeps everyone cool even when pressure is mounting (not to mention the temperature). Often, outsiders will say to the person in charge, "You run a tight ship!"

It's true that the chief executive officer or operations manager says how the company is run. However, it's usually someone else who makes sure that everything from stocking the copy machine to scheduling work shifts is handled. That's usually an administrative services manager. This person keeps everything running smoothly behind the scenes.

Support services is a term that applies to many parts of an organization. Support staff are those workers who provide administrative or clerical assistance to program staff. Examples of support staff are secretaries, building managers, payroll clerks, and mail clerks.

Administrative services managers coordinate and direct support services workers. There are two levels of administrative services managers. The first-line managers, also called supervisory-level managers, oversee support services workers. They are involved with the day-to-day operations of the organization. They tell the support



 [View Video](#)

At a glance



- Make sure work is done efficiently and on-time
- Supervise and train other employees
- Many have a bachelor's degree
- Have at least two to four years previous work experience
- Earn \$69,420 per year (Missouri median)

Demonstration Site Log-In

User Name = hssitedemo
Password = 4hstraining

Explore
Learn
Apply

The screenshot displays the MissouriConnections.org website interface. At the top, the logo reads "MissouriConnections.org Connect to Your Future". A yellow box on the right highlights "What's NEW! 2011 Enhancements". The main content area is divided into a left sidebar and a main right section. The sidebar contains a login form with fields for "User name:" and "Password:", a "Sign in" button, and a link for "Forgot your username and password?". Below the login form are links for "Site/Staff Administration Login" and a menu of site features: Career Exploration, Career Information System, College Exploration, Paying for College, Career Search, System Feedback Survey, Resources, and Training and Support. At the bottom of the sidebar is a "TOP 10 by 20 MISSOURI PROUD VIDEO" player. The main right section features a heading "Connect to Your Future... Today!" and a paragraph describing the site's purpose. Below this is a navigation bar with tabs for "Students", "Parents", "Educators", "Job Seekers", and "Career Centers". The "Students" tab is active, showing a sub-heading "Students" and a photo of a young girl. The text describes the "Career Information System" and lists features available to registered users: "Take Career Information System assessments", "Build a portfolio", and "Create your career plan and course plan". A "New Users" link is also present. At the bottom of the main section, a purple banner reads "Missouri Connections Training Opportunities and Registration".

MissouriConnections.org
Connect to Your Future

What's NEW!
2011
Enhancements

User name:
Password:
Sign in

[Forgot your username and password?](#)

[Site/Staff Administration Login](#)

- Career Exploration
- Career Information System
- College Exploration
- Paying for College
- Career Search
- System Feedback Survey
- Resources
- Training and Support

TOP 10 by 20 MISSOURI PROUD VIDEO

Connect to Your Future... Today!

Missouri Connections is a web-based resource to help Missouri Citizens determine their career interests, explore occupations, establish education plans, develop job search strategies, and create resumés. Sponsored by the Department of Elementary and Secondary Education and the Department of Economic Development, Missouri Connections is available to students, parents, guidance counselors, educators, and job seekers at no charge.

Students Parents Educators Job Seekers Career Centers

Students

Begin your career exploration and planning with the Missouri Connections' **Career Information System**.

Register/log-in for these personalized features:

- **Take Career Information System assessments**
Learn about your career interests, values, and skills.
- **Build a portfolio**
Keep track of assessment scores, favorite clusters, occupations, colleges, resumés, and more!
- **Create your career plan and course plan**
Review with your counselor at least once a year.

If you already have an account, log with your personal username and password

[New Users](#)

Missouri Connections
Training Opportunities and Registration

Global Search

Career Plan

[My Career Plan](#)

Assessment Tools

- [Career Cluster Inventory IDEAS](#)
- [Interest Profiler](#)
- [Reality Check SKILLS](#)
- [Work Importance Locator Assessment Link](#)

Occupations & Employment

- [Occupation Sort](#)
- [Career Clusters](#)
- [Occupations](#)
- [Green Jobs](#)
- [Industries](#)
- [Self-Employment](#)
- [Military Employment](#)
- [Job Search](#)
- [Keep That Job](#)

Education & Training

- [Degree & Certificate Programs](#)
- [School Sort](#)
- [Missouri Schools](#)
- [U.S. Colleges & Universities](#)

Start turning dreams into reality...

ask yourself these questions

What are my talents & skills?


What do I like & dislike?

What is important to me?

What are my interests?

Reality Check

How much money will I need for the lifestyle I want?

Items with  are available in both Spanish and English.

Missouri Connections Training Site (HS)

Welcome



[Create "My Portfolio"](#)

[Use Missouri Connections Training Site \(JR\) version](#)

More Resources



[Tools for Users](#)



[Tools for Counselors and Teachers](#)



[Glossary](#)



[Article Directory](#)



[Employer Locator](#)

Missouri Resources

- [GLE Guidance Standards](#)

What is My Career Plan?

High school is a time to explore and prepare. Thinking about what you want from high school and taking concrete steps to achieve your goals will help you reach your dreams.

My Career Plan helps you learn more about yourself, research and evaluate your options, set and update goals, and make plans to assure your success. Whether you want to go to college, get a job, or follow some other pathway, the journey will be more rewarding if you follow some simple steps.

My Career Plan is organized into three levels of activities:

- [Getting Started](#) - Activities for you to use to begin your plan, typically grades 8-9.
- [Looking Deeper](#) - Activities to help you expand and update your plan as you explore your dreams, typically grades 10-11.
- [Next Steps](#) - Activities that focus on getting ready for your life and learning after high school, typically grade 12.

Each level contains five sections with activities that help you answer some reflection questions posed in the section. Your answers to the questions create your plan. The five sections portrayed on the logo to the right are:

- Know Myself - activities to help you better know yourself
- Research Options - activities to help you research occupations and training options
- Evaluate Options - activities to help you weight your options
- Set Goals - activities to help you set personal, academic and career goals, and
- Make Plans - activities to support your career and life planning.

You will repeat these five sections within each level, thus the arrows of the logo form a circle. As you grow and change, the world changes around you, and the goals you hold may need amending. Be open to change and be thoughtful in your planning to keep the doors to your future open.

A final reminder - Life is not a destination so enjoy your journey.



Home Page

High School version

Portfolio access



Assessments



Occupations



Education



Resources



Global Search

Career Plan

[My Career Plan](#)

Assessment Tools

[Career Cluster Inventory](#)

[IDEAS](#)

[Interest Profiler](#)

[Reality Check](#)

[SKILLS](#)

[Work Importance Locator](#)

[Assessment Link](#)

Occupations & Employment

[Occupation Sort](#)

[Career Clusters](#)

[Occupations](#)

[Green Jobs](#)

[Industries](#)

[Self-Employment](#)

[Military Employment](#)

[Job Search](#)

[Keep That Job](#)

Education & Training

[Degree & Certificate](#)

[Programs](#)

[School Sort](#)

[Missouri Schools](#)

[U.S. Colleges & Universities](#)

Start turning dreams into reality...

ask yourself these questions

What are my
talents & skills?

What do I
like & dislike?

What is important
to me?

What are
my interests?

Reality Check

How much money will I need
for the lifestyle I want?

Items with are available in both Spanish and English.

Missouri Connections Training Site (HS)

Welcome

[Create "My Portfolio"](#)

Use Missouri Connections Training Site
(JR) version

More Resources

[Tools for Users](#)

[Tools for Counselors and Teachers](#)

[Glossary](#)


[Article Directory](#)

[Employer Locator](#)

Missouri Resources

• [GLE Guidance Standards](#)

IDEAS

[ Save]

1. Work with small hand tools

*Like
Very Much*

*Like
Somewhat*

Indifferent

*Dislike
Somewhat*

*Dislike
Very Much*

Previous

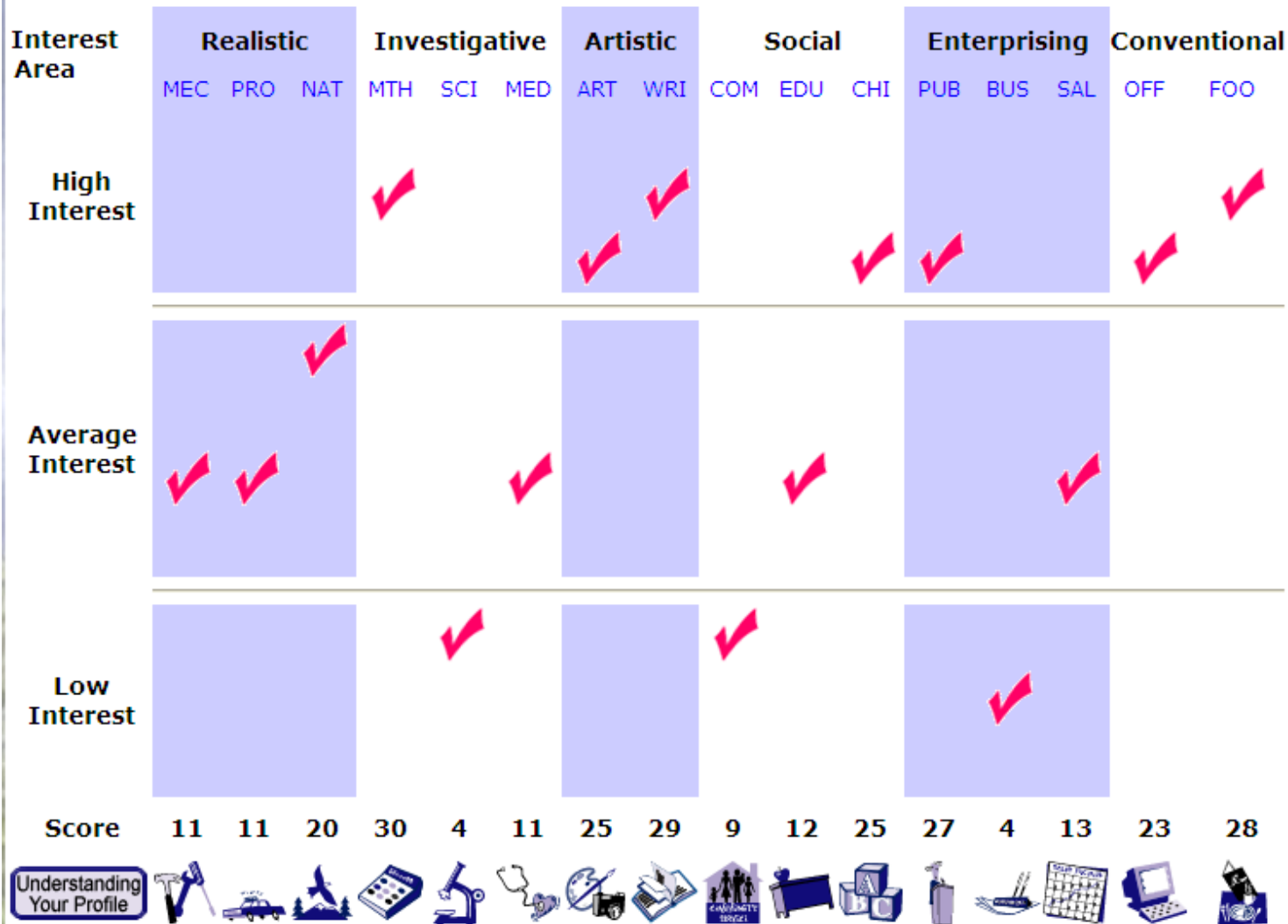
128 remaining

Get Results

IDEAS: Interest Determination, Exploration and Assessment System® IDEAS™ Test used in software form under license from Pearson, Inc. © 1977, 1996, 1999 Pearson, Inc. All rights reserved.
Software excluding IDEAS: Interest Determination, Exploration and Assessment System® IDEAS™ Test © 2010 University of Oregon. All rights reserved.
"IDEAS: Interest, Determination, Exploration and Assessment System®" is a registered trademark, and "IDEAS™" is a trademark of Pearson, Inc.



IDEAS



IDEAS

Mathematics (Investigative)

You may enjoy studying algebra or geometry, working math formulas, or solving math puzzles.

Related Courses: Algebra, Arithmetic, Calculus, Computer Programming, Economics, General Math, Geometry, Physics, Trigonometry

Occupations

- [Accountants and Auditors](#)
- [Actuaries](#)
- [Aerospace Engineers](#)
- [Agricultural Engineers](#)
- [Agricultural Scientists](#)
- [Anesthesiologists](#)
- [Animal Scientists](#)
- [Appraisers and Assessors](#)
- [Architects](#)
- [Astronomers](#)
- [Billing Clerks](#)
- [Biologists](#)
- [Bookkeeping and Accounting Clerks](#)
- [Brokerage Clerks](#)
- [Budget Analysts](#)
- [Buyers and Purchasing Agents](#)
- [Chemical Engineers](#)
- [Chemists](#)
- [Civil Engineers](#)
- [Computer and Information Systems Managers](#)
- [Computer Engineers](#)
- [Computer Programmers](#)
- [Computer Systems Administrators](#)
- [Computer Systems Analysts](#)
- [Cost Estimators](#)
- [Credit Analysts](#)
- [Data Communications Analysts](#)
- [Database Administrators](#)
- [Economists](#)
- [Electrical and Electronics Engineers](#)
- [Elementary School Teachers](#)
- [Engineering Managers](#)
- [Environmental Engineers](#)
- [Environmental Scientists](#)
- [Farmers and Farm Managers](#)
- [Financial Analysts](#)
- [Financial Counselors](#)

Reality Check

After you finish school, you will need to work to pay for housing, food, clothes, transportation, and other items. Find out how much money you will need to earn to cover your expenses. Then find out which occupations will support this lifestyle.

Get a Reality Check

Don't know how much money you will need to earn in the future? Don't know which occupation to choose? No problem.

[Get a Reality Check](#)

Future Salary

Already know how much money you want to earn? Great. Enter the amount to get information on which occupations pay that much or more.

Example: 45000 [Future Salary](#)

Occupation Direct

Already know which occupation you want to pursue? Click here to find out how much you can buy with the salary you will earn in your chosen occupation.

[Occupation Direct](#)



Reality Check



Your Expenses for Central

HOUSING

[Help](#) [Previous](#) [Next](#)

A big part of being an adult is providing your own housing. You decide how much space you need and how much money you will spend each month. Select one of the options or enter your own amount.

| | |
|----------------|---|
| Monthly Total | 0 |
| Housing | 0 |
| Utilities | |
| Electricity | 0 |
| Heating Fuel | 0 |
| Phone | 0 |
| Cable | 0 |
| Internet | 0 |
| Cell Phone | 0 |
| Food | 0 |
| Transportation | 0 |
| Clothes | 0 |
| Health | 0 |
| Entertainment | 0 |
| Personal Care | 0 |
| Miscellaneous | 0 |
| Student Loans | 0 |
| Savings | 0 |



• Live at home - \$0



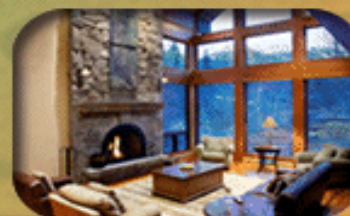
• 1 bedroom apt. - \$485



• 2 bedroom apt. - \$600



• 3 bedroom apt. - \$825



• House - \$975



• Enter

My Portfolio -- Tom Schlimpert

My Career Plan

My Favorites

My Sorts and Assessments

My Personal Plan of Study

My Education and Work History

My Files and Links

My Personal Information

Universal Encouragement
Program



Education and Work History -- Tom Schlimpert

Education and Training

Paid and Unpaid Work

Achievements, Activities, and Skills

Contact Information and References

Create Resume

Format and Create Resume

[My Resumes](#)

Format and Create Resume

You have several options for formatting your resume. First, you can select from one of four styles: Recent Grad, Accomplishment, Chronological, or Functional-Skills. Click on the example next to each style to see the data sections that will be included and the order of the data. If you select one of the styles you will still have the option to exclude and/or reorder some of the data.

Click on Help in the upper right for additional information on your options.

Select Previously Saved Options for Resume

--New-- ▾

Select a Resume Style

- Recent Grad ([Sample](#))
- Accomplishment ([Sample](#))
- Chronological ([Sample](#))
- Functional-Skills ([Sample](#))
- Build Your Own

Include Dates in Resume

Select References Option

- List References
- Use statement - "References available upon request"
- Do not include references or statement