

EXPLORATORY TASKS STUDENT SAMPLES

CLUSTER: Business

PATHWAY: General Management Pathway

People with careers in this pathway plan, organize, direct and evaluate all or part of a business organization including finances, employees and material resources.

EXPLORATORY TASK: : Have you ever wanted to start your own business? What needs or wants do you see around you? Develop a business plan for a product or service to meet those needs. Include these in your plan:

- How to produce the product or provide the service
- Required materials, including wholesale costs
- Retail cost of the product or service
- How to deliver to customers

OBJECTIVE: Introduce students to the planning and coordinating of materials and finances required to start a new business.

TEACHER SUPPORT: Collaborate with business or administrative support professional or a CTE business teacher.

STUDENT SUPPORT: Provide links, examples, checklist and/or a template for students to use.

LEARNING EXTENSIONS:

- Invite a business or administrative support professional or CTE business teacher to discuss the role of planning, organizing, coordinating and controlling the supplies needed to produce/provide a business's goods and/or services.
- Lead a discussion connecting school subjects and this pathway.
- Lead a discussion about personal qualities of a business professional.
- Identify and research a career within this pathway.

CONNECTIONS TO KENTUCKY ACADEMIC STANDARDS

- Career Studies: ES.1.9, CI.2-8
- Reading and Writing: R1.4

NOTE:

- These samples represent students' first introduction to authentic topics and skills related to a career cluster.
- A range of student performance is included within the complete body of work.

Cloud pillow

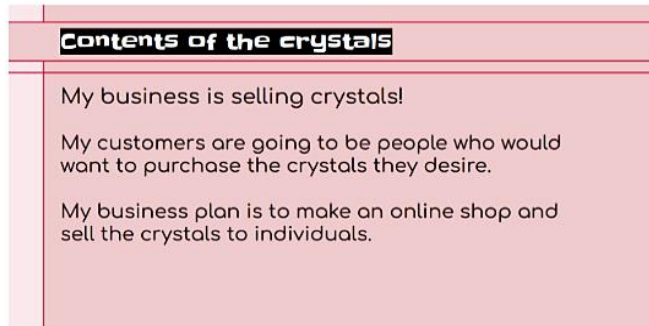
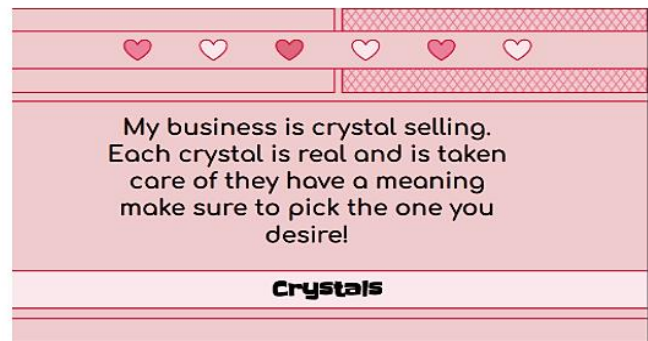
Mission statement: Cloud pillow a great pillow that will feel amazing.

Description of business: we are selling very comfy pillows with good memory foam in them so they are going to be expensive. With good quality it is best and we will work hard to make the most comfortable pillow that will feel like your head is sleeping in a cloud.

Retail cost for product or service: Our pillows will be \$70. They cost a little more money than normal pillows.

Delivery: we will sell to customers by selling them at a mattress store,walmart,and target. We are selling it at many places because it's very popular. They will be only \$70. It is kind of expensive because they have extra foam and other things to make it feel like a pillow. We will also sell on an online store but since it is more money to ship the price will be raised to \$75 so it's not that big of a difference but just upped the price a bit.

customers: Our customers will be middle class or rich because our product is about \$70 and it is mostly for middle class people and kinda for rich people so yes this is for middle class and rich people.



EXPLORATORY TASKS STUDENT SAMPLES

CLUSTER: Business

PATHWAY: Information Management Pathway

Business Information Management is an umbrella term for careers that use information technology to support or run a business.

EXPLORATORY TASK: How does technology support business? Identify a business or service idea. Use technology to create one of these products:

- A website promoting your business
- A spreadsheet to track income and expenses
- A timeline outlining startup from beginning to first sell

OBJECTIVE: Introduce students to the information technology skills required to operate and promote a business or service.

TEACHER SUPPORT: Collaborate with a business or information technology professional or a CTE teacher.

STUDENT SUPPORT: Provide links, examples, checklist and/or a template for students to use.

LEARNING EXTENSIONS:

- Invite a business or information technology professional or a CTE teacher to discuss the role of technology in operating or promoting a business or service.
- Lead a discussion connecting school subjects and this pathway.
- Lead a discussion about personal qualities of a business professional.
- Identify and research a career within this pathway.

CONNECTIONS TO KENTUCKY ACADEMIC STANDARDS

- Career Studies: ES.1.9, CI.2-8
- Reading and Writing: R1.4

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Stage 1 trying to find a place to make and sell your products

Stage 2 trying to find a way to make a product better

Stage 3 find ways to make products

Stage 4 make sure to get all the stuff you need licenses permits...

Stage 5 hiring employees

Stage 6 get materials to make the products your going to sell

Stage 7 put a date out when your gonna open your business

Stage 8 open your business

Cl... c... n... d...

BOOK A TABLE

Opening Hours:
 Monday-Friday
 11:00 AM - 09:00 PM

Additional Info:
Phone: 415.424.2421
Address: Manhattan, New York, NY, USA (USA)

Welcome to The Eatery! Once you place your reservation please read the rest. The Eatery team will try to make your visit to us the best experience. If our responding team does not reply within the day or the next day we have full reservations for your liked seating amount. We will always reply within 1-2 hours or maybe even less if your reservation is set for the date or we need more.

Choose Table Size: 2
Choose A Day: Monday
Choose Time: Sorry, there is no available time for this date, please try another date.

[MAKE ORDER](#)

[Need Help?](#)

EXPLORATORY TASKS STUDENT SAMPLES

CLUSTER: Business

PATHWAY: Human Resources Management Pathway

Human Resources specialists work to hire, train, evaluate and maintain the safety and well-being of employees.

EXPLORATORY TASK: Identify a business or service idea, e.g., babysitting, lawn mowing, homemade cookie sales, etc. What would your employees need to know or be able to do? Create a training manual to use with your new workers. Consider:

- Expectations of the job
- Explanation of tasks, e.g., procedures, follow-up, reporting
- Safety considerations

OBJECTIVE: Introduce students to the ways expectations, rules and guidelines are communicated with new employees.

TEACHER SUPPORT: Collaborate with a business or human resources professional or a CTE business teacher.

STUDENT SUPPORT: Provide links, examples, checklist and/or a template for students to use.

LEARNING EXTENSIONS:

- Invite a business or human resources professional or CTE teacher to discuss the role of human resources in hiring, training, evaluating and maintaining the safety and well-being of employees.
- Lead a discussion connecting school subjects and this pathway.
- Lead a discussion about personal qualities of a business or human resources professional.
- Identify and research a career within this pathway.

CONNECTIONS TO KENTUCKY ACADEMIC STANDARDS

- Career Studies: ES.1.9, CI.2-8
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The difference between a service and a product?

At the heart of it, the main difference is that a product business sells physical, tangible objects, whereas a service business provides value through intangible skills, expertise and time.

What is a training manual?

A training manual is a book or booklet of instructions, used to improve the quality of a performed task.

Which business service would YOU like to complete for this project?

We would like to babysit because it is easy

What would your employee need to know or be able to do?

- The employee would need to be patient with the kids we babysit
- They need to know how to make a bottle if we babysit a baby
- they need to be able to make food for the kids
- don't take the kid out of the home without permission.
- babysitters need to do their responsibilities
- babysitters need to be very respectful
- Don't smoke, drink or do drugs.
- Don't watch inappropriate shows or videos.
- babysitters need to follow the rules that the parents give you
- babysitters do not need to be on the phones unless its an emergency.
- Helping with homework.
- Playing games and having fun!
- Getting children to bed on time

Expectations of the job:

- clean up after yourself and the kids
- keep an eye on the kids
- making sure the kids eat.
- do some chores.

A ■■■ J ■■■ S ■■■ E ■■■

My Expectations for this job

I expect my expectations to be met, and if I find out you're not meeting my expectations 3 times then you will be fired! My expectations are

- Put yourself in their shoes
- Show up in court ON TIME
- Prepare your legal files (law suits, appeals, wills, contracts and deeds
- Do your research
- Interpret laws
- Keep your passion for the job
- Communicate with your clients
- Willingness to listen
- Strong writing ability
- Good judgement
- Be creative
- Awesome communication skills
- Tell them what to expect

EXPLORATORY TASKS STUDENT SAMPLES

CLUSTER: Business

PATHWAY: Operations Management Pathway

Individuals in this pathway work to ensure a business has the necessary resources at the right time. They are experts in planning, organizing, coordinating and controlling the supplies needed to produce/provide a business's goods and/or services.

EXPLORATORY TASK: Identify a business or service idea. What supplies are needed each week? Create a diagram of a supply chain that shows:

- How items are obtained, including amount and cost of each item
- Where items are stored until needed
- How items are moved to the point of use
- Where completed products (if produced) are stored until sold
- How products are made available to customer, i.e., physical or virtual store.

OBJECTIVE: Introduce students to the planning, organizing, coordinating and controlling the supplies required to produce/provide a business's goods and/or services..

TEACHER SUPPORT: Collaborate with a business or operations management professional or a CTE teacher.

STUDENT SUPPORT: Provide links, examples, checklist and/or a template for students to use.

LEARNING EXTENSIONS:

- Invite a business or operations management professional or CTE business teacher to discuss the role of planning, organizing, coordinating and controlling the supplies needed to produce/provide a business's goods and/or services.
- Lead a discussion connecting school subjects and this pathway.
- Lead a discussion about personal qualities of a business or operations management professional.
- Identify and research a career within this pathway.

CONNECTIONS TO KENTUCKY ACADEMIC STANDARDS

- Career Studies: ES.1.9, CI.2-8
- Reading and Writing: R1.4

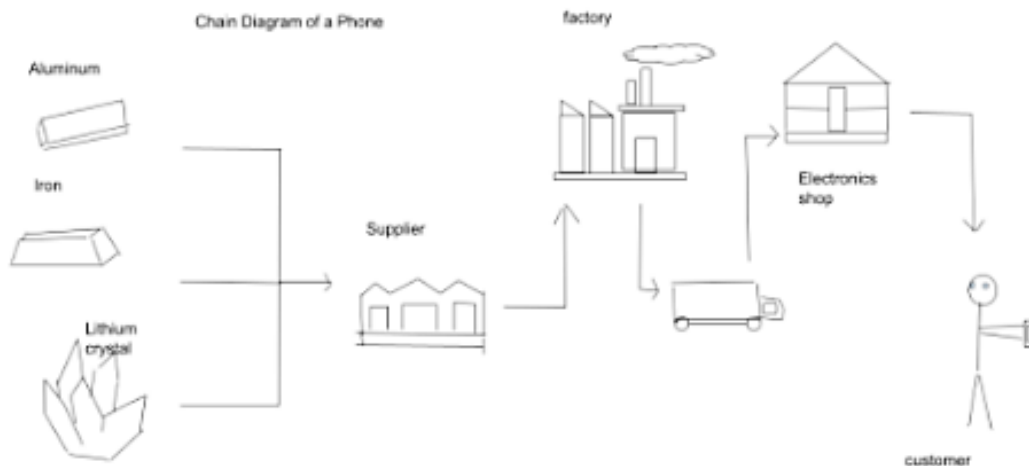
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Horse Stable

- 1) The average price of horse feed is \$100-150 per month, the average price of hay is \$3-10 per bale, the average price of grass seed is \$3-10 per pound. The average price of tack, brushes, helmets ect... is \$50,000-60,000 I go and buy them
- 2) They food is stored in a shed, and the tack, brushes etc are stored in the barn in a room just for them up on a shelf.
- 3) When the items are needed such as food I will keep them there, but if it's the tack and stuff then I will bring it with me
- 4) I would sell the stuff in person only, and when they came and picked it up if they cant bring it with them when they came back I would sell it to them, and there would be some items I would not sell

Cell Phones



These are the 3 materials that they use for phones, Aluminum, iron and lithium. Iron cost 4 cents a pound, Aluminum, iron and lithium goes in the supplier, Aluminum cost 59 cents per pound BNEF projects that the cost of a lithium-ion battery pack will fall below US\$100 per kilowatt-hour by 2023, or roughly 20% lower than today. To make the phones they use Aluminum, Iron, and lithium and then they take it to the supplier and then the workers take it to the factory and they make the phone using those ingredients and then they truck it to the electronics shop and they sell them to people.

I [redacted] - drawing

K [redacted] - Writing

A [redacted] - research

FURNITURE

#1) In furniture the items that will be needed are , leather 500\$,nylon 750\$, wood 155\$.

#2) The items will be moved inside of a moving truck after being shipped

#3) warehouse leather,nylon physical

We did furniture supplies/concepts wood 155\$ leather 500\$ nylon 650\$ and we will be using a ship and trucks to move are items and cost 1000 obtained by retail and virtual stored in warehouse before taken to retail.



wood nylon leather



will form wood out of trees
turns hide to leather



factory will make the couch



taken to warehouse by truck after
made and shipped



taken to retail and given to
customers

EXPLORATORY TASKS STUDENT SAMPLES

CLUSTER: Business

PATHWAY: Administrative Support Pathway

Administrative support specialists assist business operations through a variety of administrative and clerical duties. They manage information and communication, coordinate schedules and track projects completion.

EXPLORATORY TASK: You received a letter from a customer stating that the product she ordered was damaged. Write a letter in response explaining how your company values their business and will replace the product.

OBJECTIVE: Introduce students to the role an administrative support professional plays in promoting efficient business operations.

TEACHER SUPPORT: Collaborate with business or administrative support professional or a CTE business teacher.

STUDENT SUPPORT: Provide links, examples, checklist and/or a template for students to use.

LEARNING EXTENSIONS:

- Invite a business or administrative support professional or CTE teacher to discuss typical responsibilities of an administrative support professional and their importance to successful business operations.
- Lead a discussion connecting school subjects and this pathway.
- Lead a discussion about personal qualities of a business or administrative support professional.
- Identify and research a career within this pathway.

CONNECTIONS TO KENTUCKY ACADEMIC STANDARDS

- Career Studies: ES.1.9, CI.2-8
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Dear (customers name),

At this company we always strive for our customers to be happy and satisfied with our business. We have examined what happened with the truck that your package was on and we have a few reasons that may explain why it was damaged, the truck ran into a ditch, there was too heavy of a load, or your package wasn't contained good enough.

On the truck driver's way to your estate, the driver accidentally went into a ditch. If the driver hit anything, for example a couple of mailboxes, then it may have possibly damaged your package inside the truck. Although we highly doubt that it did damage any of the packages, it's still possible.

We, as you know, are a very large business. We are always shipping packages to different estates. Well sometimes we have to quickly get those packages to estates and we put too heavy of a load on the truck. Since our business sells a lot more huge things than smaller things, it's possible that something heavy fell on top of your package and damaged it.

On the back of the truck, we have straps around every single package. Although unlikely, the straps could have broken or didn't get tied properly. This would cause the package to be knocked around the truck and get damaged.

Although we're not sure the reason, we value your business and your email with feedback of your experience. If you can reply to this email with your order number and what your order was, we will be happy to send a replacement, and if it's damaged again we will give you a complete refund.

Pablo's apparel

384 sesame street
Kandice,ky 8765
(123) 456-7890
September 04, 2245

Dear Ms. Reader,

Hello valued costumer we have received your email we thank you for reaching out to our store and being patient. We are so sorry that your order was damaged when delivered we are so are and are willing to replace the product.

We are sorry for the inconvenience that the product arrived to you damaged. Per our request we sent another of shirts to replace the damaged good the new shipment has left our warehouse this moring and will be at your house in 3-5 business days. When the new product is delivered please turn over the damaged goods to the diver form at the next delivery

Sincerely,

pablos apparel customer support

JeansForYou

551 Jane Ln
Lexington, ST 525
(123) 456-7890
jeans.foryou@gmail.com

September 30, 2021

Dear Ms. Reader,

We are contacting you to apologize for your recent purchase from Jeansforyou. We are truly sorry for the poor product. We would love to offer you a replacement if you would like! Our jeans are fully made by hand and are very much comfortable. Please contact us and let us know what you would like as a replacement! Once again we are so sorry for the inconvenience:({

Sincerely,

C [REDACTED], D [REDACTED], R [REDACTED] D [REDACTED]

Limitless hairstyles

343 MY STREET
Lexington, ST 12345
(123) 456-7890
NO_REPLY@EXAMPLE.COM

September 04, 2021

Dear Ms. Reader,

Limitless hairstyles has just opened september 3rd 2021! We would like to give you a good experience, and here's how!

Limitless hairstyles will give you 20% off your first hairstyle, business is fast so there is no wait, get a limitless clips card for 20% off every hair-dol We give all customers the hairstyle/haircut they want or need. There is no end to the great service we give!

Lastly Limitless hairstyles will get you out of the chair looking flawless in 45 seconds. We won't spend as much time on your hair like other salons. This is your chance to come to Limitless hairstyles!

Sincerely,

Limitless hairstyles.

(J [REDACTED], A [REDACTED])

Is a Career in Business, Management and Administration for Me?

Would you be interested in a career in the Business, Management and Administration cluster? Below are knowledge and skill statements related to the careers in this cluster. Read each statement. Decide if this describes you by checking the Yes, No or Maybe box.

THINGS I LIKE TO DO	YES	NO	MAYBE
Perform routine, organized activities but I can be flexible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with numbers and detailed information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Be the leader in a group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help people to solve problems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with computer programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create reports and communicate ideas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan my work and follow instructions without close supervision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERSONAL QUALITIES THAT DESCRIBE ME	YES	NO	MAYBE
Organized	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical and logical	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patient	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tactful	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCHOOL SUBJECTS THAT INTEREST ME	YES	NO	MAYBE
Computer applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Math	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Did you check YES most often? If so, continue to explore careers and opportunities in this cluster. And don't forget to focus on your English, math and computer applications classes to build the academic skills you need for these careers.

Did you check NO most often? If so, don't worry. There are hundreds of jobs to explore in the other 15 career clusters.

Did you check MAYBE most often? If so, continue to explore in this cluster as well as investigating how your skills and interests may be a good match in other clusters.

Is a Career in Business, Management and Administration for Me?

Would you be interested in a career in the Business, Management and Administration cluster? Below are knowledge and skill statements related to the careers in this cluster. Read each statement. Decide if this describes you by checking the Yes, No or Maybe box.

THINGS I LIKE TO DO	YES	NO	MAYBE
Perform routine, organized activities but I can be flexible	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work with numbers and detailed information	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Be the leader in a group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help people to solve problems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with computer programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create reports and communicate ideas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Plan my work and follow instructions without close supervision	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PERSONAL QUALITIES THAT DESCRIBE ME	YES	NO	MAYBE
Organized	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Practical and logical	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Patient	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tactful	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Responsible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCHOOL SUBJECTS THAT INTEREST ME	YES	NO	MAYBE
Computer applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Math	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
English	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Did you check YES most often? If so, continue to explore careers and opportunities in this cluster. And don't forget to focus on your English, math and computer applications classes to build the academic skills you need for these careers.

Did you check NO most often? If so, don't worry. There are hundreds of jobs to explore in the other 15 career clusters.

Did you check MAYBE most often? If so, continue to explore in this cluster as well as investigating how your skills and interests may be a good match in other clusters.