



Career Explorations

Unit 1: Exploring Careers

Chapter 1

Discovering the Working World



Chapter Discussion Questions

- What type of job would you like to have someday?
- What are some reasons individuals pursue careers?
- What are some examples of an overarching life purpose that individuals may have?
- Where do you imagine yourself living and working in the future?
- What categories or career fields can you separate jobs into?
- What are the various ways employees might be paid for the work that they do?

Chapter Objectives

After reading this chapter, you will be able to:

- Explain the roles careers play in an individual's life
- Understand various types of employment and the landscape of career choices
- Identify different types of compensation
- Understand the concept of organized labor

Why Work?

- **Work** is the task or duties that are performed to accomplish something, for compensation, experience, or both.
- Being employed allows you to use your talents, maintain the lifestyle you want, and help in achieving your life's purpose.
- Having a job also contributes to creating a strong economy.
- Having a **purpose**, or a significant reason for doing what you do will help you choose a career that you find meaningful. Your purpose is often related to your values.
- When people work to earn money, they can use that money to buy goods and services—ultimately resulting in a strong economy.

Job and Careers

JOB

- A specific duty, role, or function a person performs
- Short-term employment for financial gain
- Does not usually require extensive training or education
- Can help define careers you may or may not enjoy

CAREER

- A profession for which one trains
- Undertaken as a permanent calling
- Usually involves completing a certification or degree program
- Begins with the pursuit of individual interests

Types of Employment

- **Employee:** someone employed by another for wages or salary, and typically in a position below the executive level.
 - Examples: Teachers, cashiers, delivery people, and office support staff
- **Entrepreneur:** A person who organizes, operates, and assumes the risk for a business venture.
 - Example: Someone who opens a designer sneaker resale store.
- **Intrapreneur:** A corporate executive who develops new enterprises within a corporation.
 - Example: An executive at a television network who proposes to launch a new video streaming platform.

Career Clusters

The National Career Clusters Framework divides job opportunities into **16 different career clusters**, or groups of occupations within the same field that require similar knowledge or skills.

Career Cluster	Description
Agriculture, Food & Natural Resources	Agribusiness, animal products, food products and processing, natural resources, and power and technical systems
Architecture & Construction	Design, pre-construction, construction, maintenance, and operations
Arts, A/V Technology & Communications	A/V technology, film, printing, visual arts, performing arts, journalism, broadcasting, and telecommunications
Business Management & Administration	General management, business information, human resources, operations, and administrative support
Education & Training	Administration, administrative support, professional support, and teacher training

Career Clusters (Cont.)

Career Cluster	Description
Finance	Securities, investments, business finance, accounting, insurance, and banking services
Government & Public Administration	Government, national security, foreign service, planning, revenue and taxation, regulation, and public management and administration
Health Science	Therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development
Hospitality & Tourism	Restaurants and food beverage services, lodging, travel and tourism, recreation, and amusements and attractions
Human Services	Early childhood development, counseling, mental health services, family and community services, personal care, and consumer services
Information Technology	Network systems, information support, web and digital communications, programming, and software development
Law, Public Safety, Corrections & Security	Correction services, emergency and fire management services, law enforcement, legal services, and security and protective services

Career Clusters (Cont.)

Career Cluster	Description
Manufacturing	Production, maintenance and installation, quality assurance, logistics and inventory control, and health, safety, and environmental assurance
Marketing	Marketing management, professional sales, merchandising, marketing communications, and marketing research
Science, Technology, Engineering & Mathematics	Engineering, technology, science, and mathematics
Transportation, Distribution & Logistics	Transportation operations, logistics planning and management, warehousing and distribution center operation, facility and mobile equipment maintenance, transportation systems, and infrastructure planning

Types of Compensation: Wages and Tips

- **Compensation** is the monetary and non-monetary benefits that motivate employees to perform tasks.
- Compensation is a critical part of building a strong team and employers know that offering competitive wages is one way to ensure they will attract the right employees to the company.
- **Wage:** The payment of money for labor or services usually according to a contract and on an hourly, daily, or piecework basis.
- **Tip:** Money given on top of the wage, also referred to as gratuity. Service industries will oftentimes pay their employees lower wages because they are also earning tips.
- **Minimum wage:** Is a wage fixed by legal authority or by contract as the least that may be paid to an employed person.
 - The FLSA declares a federal minimum wage for the country, currently set at \$7.25 per hour
 - States determine their own minimum wage

Types of Compensation: Salary

- **Salary:** A fixed compensation paid regularly for services. Salaries refer to the amount of money earned throughout a year.
- Salaries differ from wages in that they do not depend on hours worked or projects completed—they are set by the employment contract.
- **Gross Pay:** Earnings before taxes and deductions are taken.
- **Exempt employees** are not eligible for overtime pay, even if they work beyond the full-time hours established in their contract.
- **Non-exempt employees** receive a salary based on a fixed number of hours (usually 40 hours per week).
 - If an employee exceeds 40 hours, he or she is compensated with overtime pay.

Types of Compensation: Incentives

- **Incentives:** A type of compensation based on employer-recognized success. Businesses offer two types of incentives to their workers based on their performance at work:
 - **Commission:** Represents a fee paid to an agent or employee for completing a piece of business or performing a service. Very common in the sales and advertising industries to motivate workers to make large sales.
 - **Bonus:** Money or an equivalent given in addition to an employee's usual compensation. Businesses give bonuses to employees based on their performance or as a share in the company's profits.

Types of Compensation: Benefits

- **Benefits** are non-monetary forms of compensation provided to employees in addition to their salaries or wages. Typically include medical and dental insurance, retirement plans, paid time off, vacation days, sick leave, and more.

Life Insurance	Provides money to family members in the case of the employee's death
Medical Insurance	Full or partial coverage of any medical-related expenses from doctor or hospital visits
Vacation Days	Offer paid days an employee may take off of work
Flex Time	Offers employees the flexibility to set their work schedules or the opportunity to work remotely on occasion
Tuition Reimbursement	Provides money to employees for college or technical tuition or to attend training and professional development events
Relocation Expenses	If an employee must move to work, the employer offers to pay for the expenses of moving

Organized Labor

- A **labor union** is a group of workers who join to advocate for worker rights by collective bargaining. The concept of organized labor is that when workers unite with the intention of protecting themselves from mistreatment by businesses, they can influence business policies such as fair wages and compensation.
- Labor disputes occur when labor unions are unable to influence businesses to provide the conditions their workers demand.
- Three stages of an organized labor dispute:
 - At the first sign of unfair treatment within a group of workers, a union will engage in **collective bargaining**, formal negotiation with business managers in the industry.
 - Both businesses and unions will send an impartial person to objectively hear their opponent's ideas for a solution, a process called **mediation**.
 - If no agreement can be made, a third stage called **arbitration** begins in which both unions and businesses select third party individuals who have no stake in the matter to review the facts, hear both sides, and make a legally binding decision as a means of a solution.

Organized Labor (Cont.)

- A **strike** puts pressure on a business because it deprives businesses of the labor resources they need to make a profit.
- Strikes are meant to prove that workers are serious about their demands, and when the union approves a strike, workers are often protected from being fired during the strike.
- A **labor contract** describes the terms of the agreement of the dispute.
- The process of negotiation, from the onset of the dispute to the signing of a labor contract, is known as **labor relations**.

Chapter Review

Demonstrate your knowledge of this chapter by completing the following review activities, assessment, and computer applications projects:

- Define Key Terms
- Test Your Knowledge
- Read and Write
- Career Spotlight
- Chapter Assessment

Computer Applications Projects

- **Project 1.1** Comparing Types of Compensation
- **Project 1.2** Calculating Gross Pay
- **Project 1.3** Becoming an Entrepreneur