

User name:

Password:

[Forgot your username and password?](#)

- Home
- Career Exploration
- Career Information System
- College Exploration
- Paying for College
- Career Search
- Getting Started
- System Feedback Survey
- Resources
- Trainings



## 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's. 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's, 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](#)

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

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

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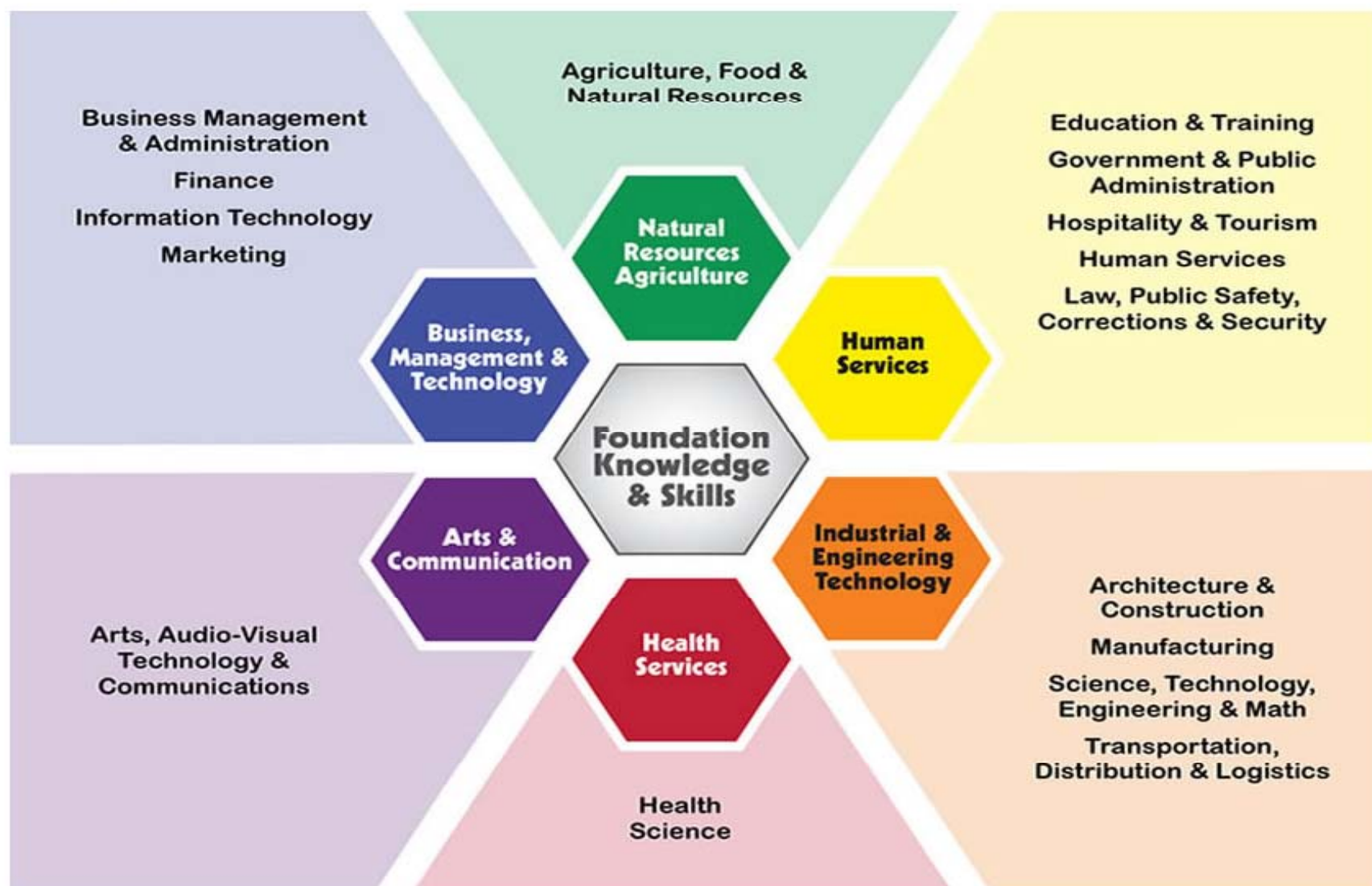
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## Career Clusters

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](#)
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## 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)

## Missouri Connections Trainings

- Calendar for Educators and Administrators

To schedule a training or learn about Missouri Connections, contact Jackie Coleman, 573-634-0043, [jcoleman@motrainer.com](mailto:jcoleman@motrainer.com). For more information about upcoming trainings, contact the [Career Education Coordinator](#) in your region.

### Missouri Connections Administrative Training

Today ◀ ▶ August 2010 ▼ Print Week Month Agenda ▼

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Aug 1	2 Ozarks Tech	3 MO Southern	4	5	6	7
8	9	10	11	12 Northwest Te	13 St. Joseph Sc	14
15	16 Sedalia	17 Mehlville Sch	18	19	20	21
22	23	24	25	26	27	28
29	30	31 Springfield (F	Sep 1	2 Cape Girarde	3 Bonne Terre	4

Events shown in time zone: Central Time Google Calendar

#### Global Search

GO

#### Career Plan

[My Career Plan](#)

#### Assessment Tools

[Career Cluster Inventory](#) ➡

[Interest Profiler](#) ➡

[Reality Check](#) ➡

[SKILLS](#) ➡

[Work Importance Locator](#) ➡

[Assessment Link](#)

#### Occupations & Employment

[Occupation Sort](#)

[Career Clusters](#)

[Occupations](#)

[Self-Employment](#)

[Military Employment](#)

[Job Search](#) ➡

[Keep That Job](#) ➡

#### Education & Training

[Degree & Certificate Programs](#)

[Undergraduate School Sort](#)

[Missouri Schools](#)

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

[Financial Aid Sort](#)

[Financial Aid](#) ➡

[Graduate School Sort](#)

## Wondering which path to take?

### Explore You

[Reality Check](#)

[SKILLS Assessment](#)

[Interest Profiler](#)

[Work Importance Locator](#)

### Explore Careers

[Occupations](#)

[Compare Occupations](#)

[Occupation Sort](#)

[Career Cluster Inventory](#)

[Career Plan](#)

### Explore Education Options

[Schools](#)

[School Sort](#)

[Apprenticeships](#)

[Degree & Certificate Programs](#)

Items with ➡ are available in both Spanish and English.  
Artículos con ➡ están disponible en ingles y español.

#### New Madrid R-I Tech. Skills Ctr.

#### Welcome



[Create "My Portfolio"](#)

[Use MO Connections JR version](#)

#### Thinking green?



Learn more  
about the  
greening of  
work.

#### 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

### Step 2:

- Students/Users are now connected and free to create their portfolio, take assessments and save results.
- **Batch codes are *not needed* to complete assessments!!!**

Portfolio access



Assessments



Occupations



Education



Resources



MissouriConnections.org  
Connect to Your Future

[ Text Only | My Portfolio | Log out ]  
Menu

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  
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Job Search  
Keep That Job

Education & Training  
Degree & Certificate Programs  
Undergraduate School Sort  
Missouri Schools  
U.S. Colleges & Universities  
Financial Aid Sort  
Financial Aid  
Graduate School Sort

Wondering which path to take?

Explore Careers  
Occupations  
Compare Occupations  
Occupation Sort  
Career Cluster Inventory  
Career Plan

Explore You  
Reality Check  
SKILLS Assessment  
Interest Profiler  
Work Importance Locator

Explore Education Options  
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Learn more about the greening of work.

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## IDEAS

1. Work with small hand tools

*Like  
Very Much*

*Like  
Somewhat*

*Indifferent*

*Dislike  
Somewhat*

*Dislike  
Very Much*

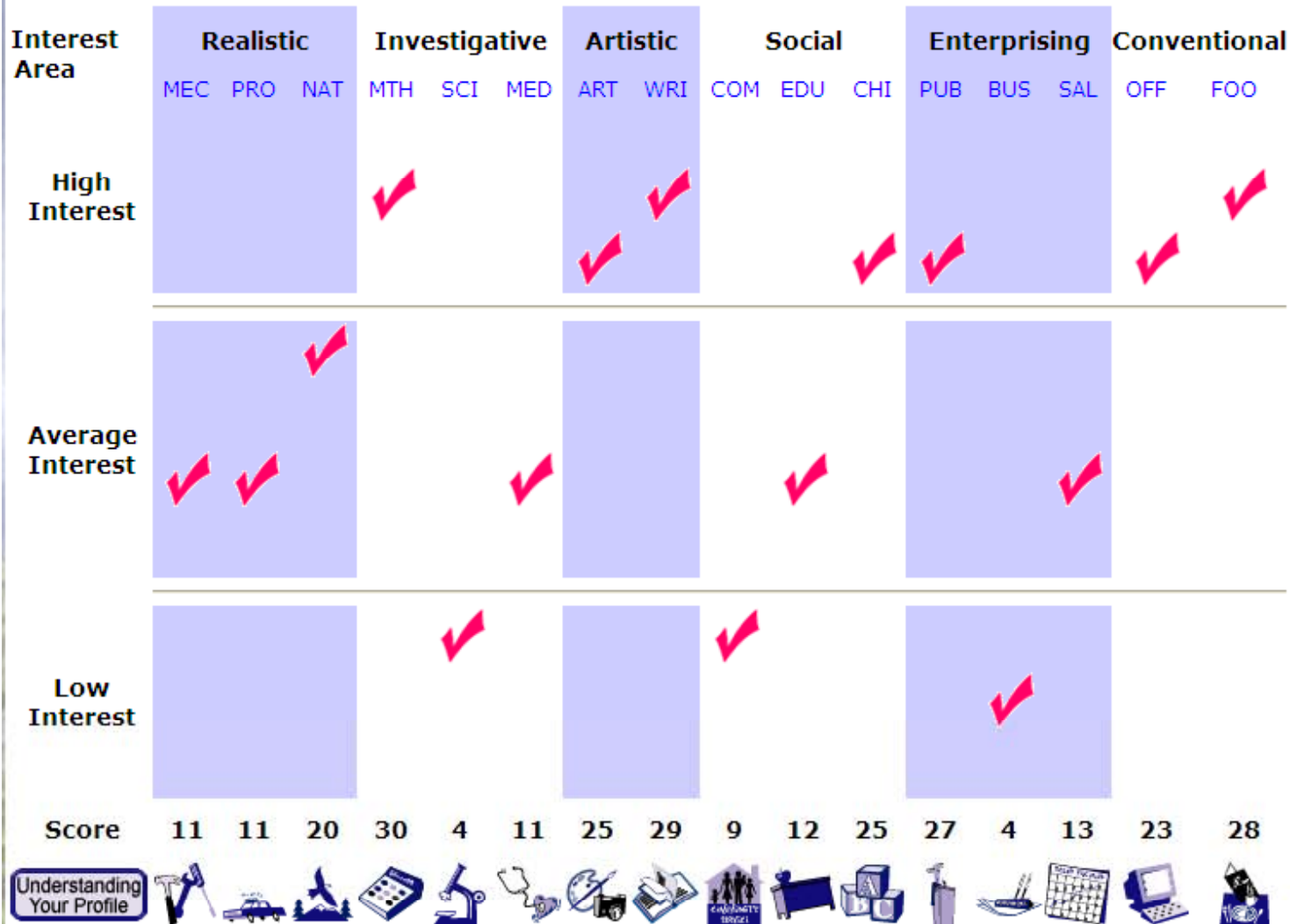
Previous

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.  
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"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

## 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

# Demonstration Site Log-In

Contact trainer for log-in information at [jcoleman@motrainer.com](mailto:jcoleman@motrainer.com) or call 573-634-0043.

Learn  
Apply

The screenshot shows the MissouriConnections.org website. At the top, there is a purple header with the logo and tagline "MissouriConnections.org Connect to Your Future". A "NEW! Frequently Asked Questions" button is in the top right. Below the header is a login form with fields for "User name: hssitedemo" and "Password: [masked]", a "Sign in" button, and a link for "Forgot your username and password?". A navigation menu on the left lists: Home, Career Exploration, Career Information System, College Exploration, Paying for College, Career Search, Getting Started, System Feedback Survey, Resources, and Trainings. At the bottom left is the "Graduation MATTERS IN MISSOURI" logo. The main content area features a "Connect to Your Future... Today!" heading and a paragraph about the website'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 section titled "Students" with a photo of a young girl. The text describes the Career Information System and lists personalized features: "Take Career Information System assessments", "Build a portfolio", and "Create your career plan and course plan". A "New Users" link is at the bottom.

**MissouriConnections.org**  
Connect to Your Future

**NEW!**  
Frequently Asked Questions

User name: hssitedemo  
Password: [masked]  
Sign in

[Forgot your username and password?](#)

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**Graduation MATTERS**  
IN MISSOURI

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