

Title Slide  
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or Picture

## Business Administrative Support Career

Student Name \_\_\_\_\_  
Period # \_\_\_\_\_



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## Name of the Career

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Picture



- Describe or define the career.

2

2

## The average wage of this job

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Slide. Insert  
Clipart or  
Picture

- What is the average wage of this job.



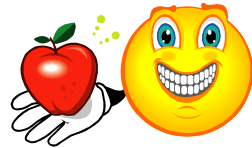
3

3

## Outlook for this Occupation

- What is the outlook for this occupation?

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Picture



4

4

## Work environment and physical demands of this job.

Two content  
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Picture

- List the work environment and physical demands of this job.



5

5

## Tasks or common work activities

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Picture

- List the tasks or common work activities

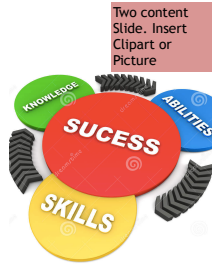


6

6

## Skills and abilities needed for this job

- List the skills and abilities needed for this job.



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7

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## High school courses that are helpful

- List high school classes that would be helpful for this career.



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8

8

## Education or Training necessary for this job

- List the education or training necessary for this job.



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## List 2 interesting facts about this job.

- List 2 interesting facts about this job.



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## Is this occupation for you.

- Explain why or why not



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## References and Resources

- List the references or Resources

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