**INTERNET ASSIGNMENT**

1. Take a look at the World of Work Map (ACT) [https://www.act.org/content/dam/act/unsecured/documents/interest\_inventory.pdf (Links to an external site.)Links to an external site.](https://www.act.org/content/dam/act/unsecured/documents/interest_inventory.pdf)

[https://www.act.org/content/dam/act/unsecured/multimedia/wwmap/world.html (Links to an external site.)Links to an external site.](https://www.act.org/content/dam/act/unsecured/multimedia/wwmap/world.html)

The career clusters, regions and career areas are organized into very organized way. The first thing explained in the cluster is the personal service. The purpose of this source is to permit students, advisors, job seekers, analysts, parents, and others to ways career examination and development through an accessible, easy, online career examination tool. The web-based source is intended to help individuals in controlling the next periods in their individual career development (Prediger, 1976). The ACT World-of-Work Map is a realistic based system for brief and displaying basic comparisons and changes among professions. It is graphic and cooperating, proposed to involve workers in the procedure of career examination.

To assistance people direct amongst hundreds of professions, the World-of-Work Map arranges 555 jobs into 26 groups of same jobs (career areas). The Map helps as a graphic bridge, connecting persons (via career assessment results) to pertinent professions. They used ACT assessment for the students and youth. ACT assessment is explained in this assessment. This assessment is deals with 12 subjects. ACT provides a general picture of the knowledge of a former student (Prediger, 2002). ACT test differs from the SAT in a simpler formulation of questions. In order to successfully pass the ACT, it is not necessary to have a high vocabulary, which is why the ACT is often chosen by foreign applicants.

1. Go to the Occupational Outlook Handbook [https://www.bls.gov/ooh/ (Links to an external site.)Links to an external site.](https://www.bls.gov/ooh/)

I choose administrative services managers job. Administrative Management is responsible for budget administration, administration of human resources and administration of materials and general services, including the functions of purchasing and supplies and administration and custody of the goods under his charge.

2017 Median Pay $94,020 per year

$45.20 per hour

Typical Entry-Level Education Bachelor's degree

Work Experience in a Related Occupation Less than 5 years

On-the-job Training None

Number of Jobs, 2016 281,700

Job Outlook, 2016-26 10% (Faster than average)

Employment Change, 2016-26 28,500

Managers of the administrative services department plan, direct or coordinate the support services of an organization such as record keeping, mail delivery, telephones, reception and other administrative support services. They can supervise the planning and maintenance of the facilities, as well as the custody services (Terry, 1998).

**The skills to become an administrative manager**

* The administrative manager knows how to make himself versatile:
* have skills in secretarial, office, management, law and accounting
* accept modest tasks in contrast with other responsibilities
* have a good sense of communication
* do not fear the "paperwork"
* keep abreast of legislative developments

**The place of work of the administrative manager**

The administrative manager usually works in a large company with a staff of at least 50 employees. In small structures, these missions are assigned to the executive assistant (Song-nian, 2010).

**The career of the administrative manager**

The administrative manager can supervise a service of administrative agents.

Depending on its specialization, it may also target positions of administrative and financial director or human resources manager.

1. Go to [www.campustours.com (Links to an external site.)Links to an external site.](http://www.campustours.com/)

I visited to the Alabama University virtual tour. I found very good website. Navigation has been simplified and the editorial offer strengthened. The site leaves a large space for photography and allows the university to display its strengths. Convenient, the site is accessible on tablet and mobile and allows you to geolocation a building on campus. The web reorganized around four main sections, University, Training, Research and Campus. The site guides you in the richness of the proposals of the university. Each section gives access to events, news and articles related to the theme. You can be guided in the sub-sections or quickly access information using the search modules to access a laboratory, training, service, association or amphitheater. This focus allows you to delve deeper into a subject by explaining a topic of research or to emphasize the importance of a scientific collection.

Besides the news about the life of the services and components of the university, you will also find an agenda to not miss the numerous events organized every day on the campus of the university: conferences, conferences, and exhibitions.

1. Go to [www.careerjet.com (Links to an external site.)Links to an external site.](http://www.careerjet.com/)

Careerjet is a semantic study technology-based vertical search engine linking numerous job vacancy listings internationally. Careerjet is a vertical web crawler spend significant time in occupations. The organization is secretly held by prime supporters and official chiefs Thomas Busch and Jean-Benoit Andrieu. Propelled in France in August 2000 under the brand name Optioncarriere, Belgium and Switzerland were propelled in 2001 alongside the Spanish variant Optionempleo, trailed by the UK rendition Careerjet in April 2002. The latest dispatches in 2012 have included Arabic forms under the new brand Almehan, for Morocco, Egypt, United Arab Emirates, Saudi Arabia, Kuwait, Oman and Qatar, to Careerjet's worldwide system. Careerjet's semantic examination innovation makes it conceivable to record work offers from a hypothetically boundless number of sites autonomous of their basic structure, plan or language. The consequence of this trend setting innovation is a day by day refreshed file of in excess of ten million employments. Careerjet's universal system of quest for new employment motors list work openings in more than 90 nations and in 28 dialects. The interface and employment postings are limited to every nation's site. Careerjet gets more than three million one of a kind client for each day. Careerjet likewise includes a Web Publisher program and a programmed programming interface (API), which empowers organizations and website admins to utilize Careerjet's inquiry abilities from inside their sites.

1. Go to [https://bigfuture.collegeboard.org/college-search?navId=bf-cs   (Links to an external site.)Links to an external site.](https://bigfuture.collegeboard.org/college-search?navId=bf-cs)

I found this website very good. It is easy to find the school and universities of your choice with short period of time. It helps me to know about the colleges and understand the rules of the college. We just have to answers few questions and we will visit the website quickly.

1. Surf the internet to find three additional career related website that you find helpful. Write a brief description (3 sentences or so) of each.

Monster career tips: This is an interesting website and it helps the student to find the job easily. Only one time, we need to upload the cv. This website is use for the students.

CV Masterclass. It is also interesting website. It helps to make the CV and applied everywhere you wish. This website also notified you about the job.

Recruiter: This website is also the best way to find the job. It also saves the CV. it directly finds the job for you.

References

Prediger, D. J. (1976). A world of work map for career exploration. Vocational Guidance Quarterly, 24(3), 198-208.

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Song-nian, Y. I. N. G. (2010). Base View on Administrative Management Innovation [J]. In Legal Forum (Vol. 6, p. 001).

Terry, L. D. (1998). Administrative leadership, neo-managerialism, and the public management movement. Public Administration Review, 194-200.