## GCIS: State of Georgia Bridge Advisement and Career Planning Checklist Task 9:9-1 – 3 Occupations

## GCIS and the BRIDGE Advisement Checklist Activities 9th Grade (Task 9:9-1): 3 Occupations



Georgia Career Information Center, through its Georgia Career Information System (GCIS), provides current and accurate occupational and educational information to schools and agencies throughout Georgia in order to help young people and adults make informed career choices.

## How Do I Complete My BRIDGE Advisement Checklist Activity in GCIS?

- 1. Log into your student portal provided by your school district.
- 2. Click on SLDS Portal on your dashboard. (The link name may vary depending on your SIS.)
- 3. Click the **My Career Plan** image. [This button will take you to the Georgia Career Information System (GCIS)].



4. Click Occupation Exploration to explore and save at least 3 occupations.



5. Click Choose Your Occupations.



Effective: October 2019

## GCIS and State of Georgia College and Career Development Requirements 9th Grade Students: 3 Occupations

6. Use the Alphabetical Index to find the first letter of an occupation. Click on the occupation.



7. To learn more about the occupation, click each topic on the left side of the screen.

🏫 Plan Assessments	Occupations Education Employment My Portfolio Search C
Occupations	
Learn about Occupations 1	17 Career Clusters Occupations Compare Occupations Search Occupations Occupations Filter
ADMINISTRATIVE SERVICES	S MANAGERS
	1 7
Topics	At a Glance
At a Glance	Administrative services managers coordinate support services for busines is and
Overview	organizations.
Tack List	Quick Facts: Administrative Services Managers
Common Work Activition	Wages Earn \$81,220 per year
Wenking Conditions	10 Year Growth Much faster than average
Working Conditions	Annual Openings Very High
Physical Demands	
Skills and Abilities	Preparation 🥝
Knowledge	An administrative services many ser typically needs to:
Helpful High School Courses	have at least a high mool diploma or equivalent
Preparation	<ul> <li>have one to five ears of related work experience</li> </ul>
Hiring Practices	
Wages	Working Conditions @
Employment and Outlook	In conical work setting, administrative services managers:
Interests and Values	
Advancement Opportunities	organization.
Resources	Often work indoors.     Most strict deadlines daily
Related Information	May work overtime to meet deadlines.
Relaced Information	
Occupations	Warras O
Programs of Study	
Industries	in Georgia, aunimistrative services managers earn a median wage of \$61,220 per year.
Military Occupations	S0 \$50 \$100 \$150 \$200
US. jobs	
Widowa -	
VIDEOS	5 amounts are in thousands of dollars.
Occupation Videos	

- 8. Click Save\* to add the occupation to your "My Portfolio."
- 9. Enter your thoughts about the results. For example, you might note what you learned about the occupation. Click **Save Information\***.

٨	Plan	Assessme ts	Occupations	Education	Employment	My Portfolio	Search	٩
FAVOR	ITES	Chauseben Ad	- inistrative (	Yami'aa Ma				🖨 Print
	Add to or	delete your thou	ght about this fil	e: tion Can	cel	Updatec	: 6/17/2016 	

10. All of your saved occupations and career clusters will appear on the **Favorites** summary page. Review your saved occupations in your "My Portfolio."

Assessments Assessments	s Occupations Education Emp	loyment My Portfolio Se	arch	
FAVORITES		🖨 Priva	cy Statement	P
Career Profiles	Occupations		<b>B</b> 0	cupation
Financial Aid Georgia Schools	My Saved Occupations	My Thoughts	Updated	Edit De
Industries	Accountants and Auditors	I am testing this! (Saved at Sample School 2 GCIS Junior)	5/12/2016	/
Strategies	Actors	Testing this also! (Saved at Sample School 2 GCIS Junior)	6/13/2014	
Occupations	Advertising Managers	I really like this occupation! I really like this occupation! I really like this oc	9/10/2014	
Programs of Study	Aerospace Engineers		10/9/2014	
US Schools	Agricultural Worker Supervisors		8/29/2016	1
	Agriculture, Food, and Natural	I think this is really cool!	9/10/2014	

11. Hover over the **Occupations** tab at the top of the screen. A mega menu will appear. Select **Occupations** and repeat the steps for exploring and saving additional occupations.

Occupations         Which Occupations Match My         How Do I Compare Occupations?         What Can I Learn about Industries           Explor different occupations and find at what people do at work.         Occupation Sort         Learn about Industries         Industries           Learn about inducties and investigate career of loons in the military.         What Can I Learn about Industries         Industries           Find out if self-employment is         What Can I Learn about         Learn about Industries         Industries	<b>^</b>	Plan	Assessments	Occupations	Education	Employment	My Portfolio	Search
At work.  Cocupation Sort  Industries  Industries Industries Industries  Industries Indus	PCC Explo	upation different	S nt occupations	Which Occu Preferences	pations Match My s?	How D	<b>o   Compare Occupations?</b> are Occupations	<b>What Can I Learn about Industrie</b> Learn about Industries
investigate career of loss in the military. Find out if setf-employment in	at w	ork. n about inc	lus ries and	Occupation Occupation	n Sort n Filter	What Milita	Options Are Available in the ry?	Industries
	inves the r Find	tigate care nilitary. out if self-	eer options in employment b	What Can I I Occupation:	Learn about s?	Learn Milita	about the Military ry Occupations	
				Green Job	s			

\*Please be sure to click both **Save** and **Save Information** to receive full credit for completing the activity. Failure to do so will result in no credit.

🐵 Congratulations! You completed this activity. 🕹