**Office Systems and Administration - Project 2**

**Project Description:**

The [Occupational Outlook Handbook](https://www.bls.gov/ooh/) discusses the major occupations in the U.S. On the website <https://www.bls.gov/ooh/> you can learn all about job prospects in a wide range of fields.

1. On the home page, under “Occupation Groups” on the left, find and click “Office and Administrative Support”. Look through the list of occupations and then answer the following questions.
2. List at least 2 occupations that you have considered typical of office and administrative support.
3. List at least 2 other occupations that are included in this list but you previously did not consider as part of the Office and Administrative Support category.
4. What do you think are the common competencies and skills that employees working in these diverse jobs should have?
5. From the [Office and Administrative Support Occupations](https://www.bls.gov/ooh/office-and-administrative-support/home.htm) page, choose 1 occupation that you are interested in learning more about. Answer the following questions about the job you chose:
6. What skills are listed as being important to have for this job? (How to Become One tab).
7. In your own words, what is the job outlook for this occupation? (Job Outlook tab)
8. Which U.S. states have the highest employment level in this occupation? (State and Area Data tab)
9. Where else online can you find more information about this particular job? (More Info tab)
10. After having done some research in the Occupational Outlook Handbook, which office and administrative support jobs are you more likely to consider in the future? Why?

**Submit your responses to all questions above to** **Project 2 in Moodle.**