

Name: _____

Procedure

You are in charge of getting more people into a technology career. Create a brochure or newsletter in *Microsoft Word* featuring Information Technology careers. Write a description of each of the following careers:

Chief Information Officer
Systems Analyst
Webmaster
Systems Programmer
Computer Operator

User Liaison
Network Administrator
PC Specialist
Programmer
Database Administrator

In order to complete this exercise read articles about Information Technology from the Internet or from a multimedia encyclopedia. Take pertinent notes to help you create the brochure or newsletter.

Assessment

Content (accuracy and description)

- Each field listed above is covered in detail.
- Finished product includes a complete bibliography

Brochure or Newsletter (columns/headings)

- Finished product is formatted as a newsletter (2 columns) or brochure (3 columns) in landscape
- At least 3 pictures are used which relate in some way to the jobs above...the pictures are placed in the newsletter or brochure and the text is wrapped around the pictures.

Creativity

- Student used at least 3 other features available in word (borders/shading, tables, table auto format, drawing tools, drop cap, etc).

If you need assistance with using *Microsoft Word* please see me.

For relevant information visit the following Web sites:

Jobs dot Net – The 5 Most Useful Job Search Resources for the Programmer

<http://www.jobs-net.com/jobresources.html>

Webmonkey dot com – career tips for programmers and interviews

<http://hotwired.lycos.com/webmonkey/jobs/tips/>

Computerjobs dot com – an Internet site with links to different cities in the US

<http://www.dc.computerjobs.com/>

Programmingjobs dot com – search through the nation, or by major cities in each state

<http://programmingjobs.com/>

Brassring dot com

<http://brassring.com/>

Computerjobbank dot com

<http://www.computerjobbank.com/>