Career Research Project

Overview

Eventually, you will all enter the workforce and start a career. You may already know what you want to be or have no clue. This activity is to help you get a better understanding of what career opportunities are out there and what is necessary to be successful in various careers.

Grading

This assignment counts as a project grade. All documents will be graded based on the requirements below. For each error, 4 points will be deducted. This project is worth a total of 200 points.

Career Research (25 points)

Using CareerOneStop.org, you will complete the "Interest Assessment." The instructor will guide you through this activity. Your goal is to have at least 15 careers to choose from.

Because the intent of this assessment is to identify and research a career that requires formal training and education and not raw ability and talent, the following careers **may not** be used for this project: professional athlete, coach, actor, bartender, dancer, singer, model, or any other "entertainment" type career!

Choosing careers that give the impression that you are not taking this assignment seriously will result in point deductions. If you are unsure about what careers to use, see your instructor.

1. Launch the Interest Assessment using the link above
2. Answer the 30 questions
3. You must have at least 15 results to choose from
4. Scroll to the bottom and choose PDF from the Download list
5. Save the PDF and upload it to your OneDrive (you will need to refer back to it!)
6. Make sure the PDF has been saved; you will email a copy of your career list to your instructor at the end of the project for 25 points

Career Slide Show (PowerPoint) (50 points)
Create a slide show that summarizes your top career choice from your research using the following requirements:
Instructions:

- Save the file with the name **Career Slide Show**. Save early, save often!
- Create a title slide with an appropriate title and your name on it
- Create an overview (objectives) slide that identifies the topics to be covered in the presentation (see below)
- Create at least one slide for each of the following categories found in CareerOneStop.org.
- Use bullets to provide short concise statement to present the information (there should be no complete sentences!!)
- Present it in the order below.
    - What Do They Do (describe the career in 2-3 bullets)
    - Also Known As (3-4 bullets)
    - How Much Does it Pay? (click see more wages and include the Yearly Median wage)
    - Will There Be Jobs?
    - How Much Education Do You Need? (list the most common education level you need; list the percentage of workers in this field with that degree)
    - What Might You Do in A Day? (list 5-7 activities)
- Create a summary slide (summarize your PPT in bullets – no paragraphs)
- Create a closing (ending) slide --- do not put THE END
- Contain good contrast by using a consistent background (design template preferred)
- Be consistent with use of fonts
- Follow the 7 x7 rule (no more than 7 bullets per slide, no more than 7 words per bullet)
- Must use a slide transition on all slides
- Must use Custom Animation effects on at least 3 slide, but not necessarily all of them. Think about how information is to be presented to the audience
- Must include images on at least 3 slides
- Proofread your slide show

Career Budget Spreadsheet (50 points)
You will create a monthly budget on the three income levels for a career of your choice. The budget formulas and percentages for determining how much money you could potentially spend on typical living expenses. **A sample has been provided on the next page for guidance.**

Research information needed:
- Find the US yearly salary for your career on CareerOneStop; you need the High, Median, and Low Yearly salaries. Within your career on the OneStop site, click See More Wages to find the information you need.

Instructions and Guidelines
1. Save the files with the name **Career Budget**. Save early, save often!
2. Type the title Estimated Budget for a(n) *your career name* in cell A1.
3. Type the subtitle Based on US Wages in CareerOneStop in cell A2.
4. Format the font for the Title and the Subtitle appropriately
5. Enter the column titles in row 3 and row labels in column A for the spreadsheet
6. Enter the three different annual salaries from CareerOneStop into cells B4 through D4 respectively
7. Enter a formula to calculate the monthly salary (annual salary divided by 12) in cell B5. Copy it to cells C5 and D5
8. Enter a formula to calculate the estimated net pay (monthly salary * 75%) in cell B6. Copy it to cells C6 and D6
9. Enter formulas in cells B8 through B16 to calculate the monthly expenses by multiplying net pay by each expense's corresponding percentage seen in the sample. Copy the formulas to columns C and D
10. Use AutoSum to total the expenses for all three columns
11. Enter a formula to calculate the money left over each month (net pay – total expenses) in cell B19. Copy it to cells C19 and D19
12. Apply the following cells styles and formats to the listed ranges:
    a. Accounting format to cells B4:D4, B6:D6, B8:D8, B17:D17, B18:D18
    b. Comma style to cells B5:D5 and B9:D16
13. Put a thick bottom border on cells B5:D5
14. Adjust column widths and row heights as necessary to adequately display the data
15. Merge and center the spreadsheet Title in cell A1 across cells A1:D1. If your title is too large to fit with the merged area, reduce your font size
16. Merge and center the spreadsheet Subtitle in cell A2 across cells A2:D2
17. Proofread your document for spelling and grammatical errors
18. Be sure it demonstrates a clear understand of the features covered in the spreadsheet lessons
19. Place your name somewhere on the spreadsheet

Sample Spreadsheet

Estimated Budget for an Accountant Based on US Wages in CareerOneStop			
Earnings	Low	Median	High
Annual Salary	$ 40,850.00	$ 65,940.00	$ 115,950.00
Monthly Salary	3404.17	5495.00	9662.50
Net Pay - 75%	$ 2,553.13	$ 4,121.25	$ 7,246.88
Expenses			
Housing - 25%	638.28	1030.31	1811.72
Health Insurance - 10%	255.31	412.13	724.69
Transportation - 15%	382.97	618.19	1087.03
Groceries - 9%	229.78	370.91	652.22
Communications - 2%	51.06	82.43	144.94
Utilities - 4%	102.13	164.85	289.88
Savings - 8%	204.25	329.70	579.75
Charity - 5%	127.66	206.06	362.34
Miscellaneous - 10%	255.31	412.13	724.69
Total	$ 2,246.75	$ 3,626.70	$ 6,377.25
Left Over	$ 306.38	$ 494.55	$ 869.63

Career Flyer (50 points)

Create a one-page flyer promoting your top career choice using the following requirements:

- Save the file with the name **Career Flyer**
- **Save early, save often!**
- Create and format an appropriate title. Use an appropriate font and font size
- Create an opening paragraph using 2-4 sentences that describe the career (obtained from What Do They Do section in CareerOneStop).
- The font size for the opening paragraph cannot be larger than 18 pt.
- Insert an appropriate image or graphic. Make it an appropriate size and center it
- Create a bulleted list of 4-6 common work activities (see What You Might Do in A Day section in CareerOneStop)
- Include a signature/contact line at the bottom of the page that instructs the reader to go to the web address www.CareerOneStop.com for more information
- Include a page border
- Make sure the flyer is balanced on the page (horizontally and vertically)
- Make sure the flyer has good use of "white space"
- Use at least 2 different font types – they must be easy to read!
- Use at least 2 different font size, but nothing smaller than 16pt.
- Use at least one occurrence of changing text color
- Use at least one occurrence of bold, italics, or underline for emphasis
- Proofread your document for spelling or grammatical errors (Use Spell Check!)
- Make sure your flyer is only ONE PAGE

Emailing the Completed Project (25 points)

Compose an email message to your instructor using your school email account.

- Attach all 4 documents from this project (PDF, PPT, Spreadsheet, and Flyer)
- Must contain appropriate greeting
- Must contain a message
- Must contain a signature