Business Career Exploration Project
Student Handout

Course Title: Introduction to Business Technology

Standards: BMA-IBT-2 Apply technology as a tool to increase productivity to create, edit, and publish industry appropriate documents.
BMA-IBT-6 Use professional oral, written, and digital communication skills to create, express, and interpret information and ideas.

Time: 3 Hours (2 class periods)

Objectives: After completing this project, the student(s) will be able to:
1. compare and contrast career choices
2. identify and explain how to locate jobs in a field.
3. increase knowledge and understanding of the business world.

Materials Needed: Computer with Internet access
Presentation Software
Evaluation Forms
LCD Projector

Resources Needed: Internet

Student Handouts: Evaluation Sheet

Interdisciplinary Involvement: English

Step-by-Step Instructions:

1) Using the internet locate a career in Business or Multimedia fields that you would like to know more about. Feel free to use one of the ones covered in class. Research facts about the job, such as salary, job availability and entry level job positions.
2) Create a 10 slide Power-Point: 1 title slide, 9 content slides
3) Place a hyperlink to the job posting in your PowerPoint
4) Research the company that is offering the job and report on why you would like to work for them
5) Break down the requirements for the job that you have found and explain how you plan to achieve each requirement and by when.
6) Do not make a "picture slide" Do not place a picture as a background and do not place an excessive amount of information on a slide. If you have a lot of information on a subject break it up onto multiple slides. You can go over 11 slides for this project but must have at least 11. Follow the 7 by 7 rule for slides. Google 7 by 7 if you do not remember what this rule is..
7) Include Slide transitions.

Job Project
Student Self-Assessment

Design	Inc	Poor	Avg	Good	Excell
	1	2	3	4	5
Project contains at least three of the elements of text, graphics, sound, video, and animation		2			
Project contains all presentation elements...introduction, body, conclusion.		2			
Multimedia elements are visible, adequate font choices, color schemes, sizes, and styles are appropriate.		2			
Navigation is easy and understandable.			3		
Project contains required number of slides.		2			
Content					
Information is relevant and interesting.			3		
Student has used creativity in the design.	1				
Student has used correct punctuation, complete sentences, grammar, and spelling.			3		
Student show understanding of presented material.		2			
Total Points:				20	

A total of 27 points is required for a passing grade.
A total of 37 points is required for an "A" grade.