

Chapter 17 - Careers in IT

Grading:

Notes: _____/20

Lesson Review: _____/20

EVERFI: Communicating Effectively: _____/50

EVERFI: Resolving conflict: _____/50

Total points: _____/140

17.2 - Starting a Career in IT

Essential Question

- How has the digital revolution changed the way in which jobs are found?

After completing this section, you will be able to:

- Identify personal-success skills.
- Research a career.
- Describe the education, certification, training, and experience needed for a career.
- Create a résumé and portfolio.

Competencies:

- 6670.101 Complete self-assessments to help determine career development goals.
- 6670.102 Investigate careers, educational requirements, and certifications in the five information technology career pathways.
- 6670.103 Demonstrate project-management skills.

Terms

- | | | |
|--|------------------------------|---------------------------|
| • 529 plan | • formal education | • postsecondary education |
| • career and technical student organizations (CTSOs) | • Gantt chart | • résumé |
| • career plan | • goal | • scholarship |
| • certification | • informational interviewing | • self-assessment |
| | • networking | • SMART goals |
| | • portfolio | • storyboarding |

Personal-Success Skills

- Time Management and Team Skills
 - **Storyboarding** is breaking a project down into its tasks and then _____ the tasks in an order that allows the project to stay on schedule
 - **Gantt chart** is like a bar graph that tracks tasks, which tasks are dependent on others, and the _____ percentages of each task
- Constructive Criticism and Conflict Management
 - Be thankful for feedback
 - Resolve _____ professionally
 - Verbal and Nonverbal Communication
 - Verbal communication is _____ words to communicate
 - Nonverbal communication is an _____, behavior, or attitude that sends a message

Researching a Career

- **Career Plan**

- List of _____ on a time line to reach each of your career goals
- **Self-assessment** is an evaluation of your aptitudes, _____, values, and interests
- *Aptitudes* are characteristics that an individual has _____ developed
- *Abilities* are skills that have been _____ or the capacity to do something
- Career Plan
 - *Values* are principles and _____ that a person considers to be important
 - *Interests* are the feelings of wanting to _____ more about a topic or to be involved in an activity
- Researching Career Information
 - _____ Research
 - O*NET
 - Monster.com, CareerBuilder.com, TechCareers.com
- Career Handbooks
 - *Occupational Outlook Handbook*
 - *Career Guide to Industries*
- **Networking**
 - Talking with people you _____ and making new contacts
 - Student organizations
- **Informational Interviews**
 - Strategy used to interview a professional to ask for _____ and direction, rather than for a job opportunity
 - Valuable networking opportunity
- Setting SMART Goals
 - **Goal** is something a person wants to achieve in a _____ time period
 - *Short-term* goals take less than one year
 - *Long-term* goals take a longer period of time
 - **SMART goal** is specific, _____, attainable, realistic, and timely

Education, Certification, Training, and Experience

- Education
 - **Formal education** is the _____ received in a school, college, or university
 - **Postsecondary education** is any education achieved _____ high school
 - Graduate and postgraduate education is education received after a _____ degree
 - Continuing education classes are completed to _____ licenses
- **Career and Technical Student Organizations**
 - National _____ organizations with local school chapters that are related to career and technical education (CTE) courses
 - Tied to course areas
 - Competitive events
- Professional Certification
 - **Certification** is _____ status earned by an individual after passing an exam focused on a specific body of knowledge
 - Helps employers _____ candidate's skills
- _____ and Experience
 - Leadership and Mentoring
 - Occupational Training
 - Internships
 - Apprenticeships
 - Military Service
- Funding Your Education
 - **529 plans** are _____ plans for education operated by a state or

educational institution.

- A *grant* does _____ have to be repaid.
- A **scholarship** is financial aid that may be based on financial need or some type of merit or accomplishment.
- *Work-study programs* are _____-time jobs.
- *Need-based awards* are for students with _____ requirements.
- *Free Application for Federal Student Aid (FAFSA)* is an application form used to determine _____ for federal financial aid

Résumé and Portfolio

- Creating a Résumé
 - **Résumé** _____ a person's career goals, education, work history, and professional accomplishments
 - Should be neat and professional
 - _____ information, objective, work history, education and certification, professional accomplishments
- Creating a Portfolio
 - **Portfolio** is a collection of _____ organized to show what you have accomplished and finished
 - Highlight all work
 - Bring to interview

17.2 Review Questions

1. What are the three parts of good communication skills?
2. Why is it important to conduct a self-assessment when researching a career?
3. What is graduate education?
4. What is the purpose of a résumé?
5. What contains visual representations of your work that may be presented in a job interview?
6. What should be created to help with formatting a résumé?
 - A. documents
 - B. graphics
 - C. styles
 - D. portfolios

Projects:

You will be completing 2 EVERFI modules (Communicating Effectively and Resolving conflict)

- Character Playbook – If you have not registered for Character Playbook you will need to log in to your EVERFI account and add a course (top right-hand corner). If you have problems come see teacher.
 - **1st block – ca225f61** **2nd block 1d251bdb**