



Lesson Plan

Course Title: Principles of Information Technology

Session Title: Investigating IT Employment Opportunities

Lesson Duration: 7 hours

Performance Objective:

Upon completion of this assignment, the student will be able to demonstrate knowledge of positive personal qualities and work behaviors, the hiring process, and details about careers in the Information Technology field.

Specific Objectives:

- Identify positive work behaviors and personal qualities that enhance a person's employability
- Identify the steps in the job hunt/hiring process
- Describe the function of a résumé
- Describe the function of a portfolio
- Define Information Technology
- Identify the four career pathways in the IT field
- List types of jobs available within the IT field
- Use the Internet to research IT careers
- Identify types of job tasks and duties within the IT field

Preparation

130.272 TEKS Correlations:

- (1) The student demonstrates the necessary skills for career development, employability, and successful completion of course outcomes. The student is expected to
- (A) identify and demonstrate positive work behaviors that enhance employability and job advancement such as regular attendance, promptness, attention to proper attire, maintenance of a clean and safe work environment, appropriate voice, and pride in work;
 - (B) identify and demonstrate positive personal qualities such as flexibility, open-mindedness, initiative, listening attentively to speakers, and willingness to learn new knowledge and skills;
 - (C) employ effective reading and writing skills;
 - (D) employ effective verbal and nonverbal communication skill;
 - (E) solve problems and think critically;
- (2) The student identifies various employment opportunities in the information technology field. The student is expected to
- (A) identify job opportunities and accompanying job duties and tasks;
 - (B) research careers of personal interest along with the education, job skills, and experience required to achieve personal career goals; and
 - (C) describe understanding of the functions of résumés and portfolios.

Instructor/Trainer	
References: http://www.bls.gov/oco/ocos305.htm https://wit.twc.state.tx.us	
Instructional Aids: <ul style="list-style-type: none"> • Investigating IT Employment Opportunities Presentation • Investigating IT Employment Opportunities Notes Organizer • Activity #1-2 Instruction Sheet • Activity #3 Worksheet Form • Investigating IT Employment Opportunities Test • Investigating IT Employment Opportunities Test Answer KEY • Employment Traits Rubric Template 	
Materials Needed: <ul style="list-style-type: none"> • Poster-size paper & markers • Copies of organizer, instruction sheet, worksheet, and test 	
Equipment Needed: <ul style="list-style-type: none"> • Computer and projector for presentation • Computers for individual student use with Internet access and presentation software 	
Learner	
Have students interview 3 adults (with different types of jobs) to find out the process by which they obtained their present employment positions. What were their education or training requirements? What steps were in the process, i.e. application, résumé, or interview?	
Introduction	
MI	Introduction (LSI Quadrant I):
	<p>SAY, “Have you ever gone to a store or a restaurant and the worker was rude to you?”</p> <p>SAY, “Have you ever thought to yourself that if you were the boss at that place, you would fire that person?”</p> <p>SAY, “What was it about that worker that made you think they were bad at his/her job or a bad employee? Was there something different (s)he could have done, another way (s)he could have behaved, or something (s)he could have said that would have changed your mind about him/her?”</p>

Outline		
MI	Outline (LSI Quadrant II):	Instructor Notes:
     	<p>I. Students will identify positive work behaviors and personal qualities that enhance a person's employability</p> <p>Brainstorming Group Activity: Arrange students in small groups with markers and a poster size sheet of paper. Have students share with each other their thoughts from the introduction above. Groups should make a list of "good worker" traits and "bad worker" traits. The groups should present the posters to the class.</p> <p>Rubric Building Activity: After students present the good and bad worker traits, record some of the good traits in a list, and build a grading rubric (template supplied with lesson documents). Students should complete the rubric by giving themselves a rating on these traits according to their behavior in class.</p>	<p>Observation</p> <p>Items to be included in the brainstorming activity/discussion:</p> <ul style="list-style-type: none"> • regular attendance • promptness • attention to proper attire • maintenance of a clean and safe work environment • appropriate voice • pride in work • flexibility • open-mindedness • initiative • listening attentively to speakers • willingness to learn new knowledge and skills • reading and writing skills • verbal and nonverbal communication skills • problem solving skills • critical thinking skills • leadership skills • effective team member
  	<p>Job Hiring Process Activity: Ask students to share with the class the information gathered from their interviews (listed above under the Learner section).</p> <p>II. Students will identify the steps in the job hunt/ hiring process (slides 4-9)</p> <p>III. Students will describe the function of a résumé (slide 6)</p> <p>IV. Students will describe the function of a portfolio (slide 9)</p>	<p>Explain the hiring process, using the Investigating IT Employment Opportunities presentation provided.</p> <p>Hand out the Notes Organizer, 1 per student, to aid them in note taking during your presentation.</p>

	<p>V. Students will define Information Technology (slide 11)</p> <p>VI. Students will identify the four career pathways in the IT field (slide 12)</p> <p>VII. Students will list types of jobs available within the IT field (slide 13-16)</p>	<p>Optional discussion points: the differences between an application and a résumé; differences between sitting at a fast food table for an interview and sitting at a conference table with a panel of interviewers.</p>
   	<p>Activity #1: Also listed in Guided Practice section below.</p> <p>I. Students will use the Internet to research IT careers</p> <p>II. Students will identify types of job tasks and duties within the IT field</p> <p>Activity #2: Also listed in Guided Practice section below.</p> <p>Activity #3: Also listed in Independent Practice section below.</p>	<p>Hand out the Activity #1-2 instruction sheet.</p> <p>Hand out the Activity #3 worksheet. Students will complete it while viewing the presentations.</p>
 	<p>Students will complete the review activity listed below in the Summary section.</p>	<p>Place the students in pairs or groups of three for this activity.</p>
  	<p>Students will complete the exam activity listed below in the Evaluation section.</p>	<p>Students will do this individually. Answer key provided in lesson documents.</p>
Application		
MI	Guided Practice (LSI Quadrant III):	
   	<p>Activity #1: Hand out the instruction sheet to the students. They will use the Internet at this website - http://www.bls.gov/oco/ocos305.htm - to research IT careers and compile the information in a presentation slideshow.</p> <p>Website with further information: https://wit.twc.state.tx.us Job Postings at Work in Texas website</p>	

	Activity #2: Instructions are included in the Activity #1 handout. Students will present their slideshow to the class.
MI	Independent Practice (LSI Quadrant III):
	Activity #3: As students watch and listen to the presentations, they should fill out the worksheet for Activity #3.
Summary	
MI	Review (LSI Quadrants I and IV):
	In pairs, have students ask questions of each other from the lesson note organizers they filled out at the beginning of the lesson.
Evaluation	
MI	Informal Assessment (LSI Quadrant III):
	<ul style="list-style-type: none"> • Discuss and comment during introduction activity • Observe notes from interview activity • Observe note-taking during PowerPoint presentation • Review guided practice activities
MI	Formal Assessment (LSI Quadrant III, IV):
	<p>Activity #3: Students should complete the form according to the presentations. Answers will vary.</p> <p>EXAM: Questions over IT Employment Opportunities (answer key provided)</p>
Extension	
MI	Extension/Enrichment (LSI Quadrant IV):
	<p>Enrichment Activity #1: Assign each student two specific students in class to observe for a week and complete the “good worker” traits rubric form for these two students.</p> <p>Enrichment Activity #2: Each student should use the Internet to research possible colleges that offer majors in the IT career field. They will need to find the college name, address, and cost of education/training needed to complete to obtain the career previously investigated. They should compile their information in a flyer/advertisement desktop publishing document.</p>

	Enrichment Activity #3: Add a third column to the Employment Traits Rubric to rank themselves on growth or improvement over the next three weeks.
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Icon	MI	Teaching Strategies	Personal Development Strategies
	Verbal/ Linguistic	Lecture, discussion, journal writing, cooperative learning, word origins	Reading, highlighting, outlining, teaching others, reciting information
	Logical/ Mathematical	Problem solving, number games, critical thinking, classifying and organizing, Socratic questioning	Organizing material logically, explaining things sequentially, finding patterns, developing systems, outlining, charting, graphing, analyzing information
	Visual/Spatial	Mind-mapping, reflective time, graphic organizers, color-coding systems, drawings, designs, video, DVD, charts, maps	Developing graphic organizers, mind-mapping, charting, graphing, organizing with color, mental imagery (drawing in the mind's eye)
	Musical/ Rhythmic	Use music, compose songs or raps, use musical language or metaphors	Creating rhythms out of words, creating rhythms with instruments, playing an instrument, putting words to existing songs
	Bodily/ Kinesthetic	Use manipulatives, hand signals, pantomime, real life situations, puzzles and board games, activities, role-playing, action problems	Moving while learning, pacing while reciting, acting out scripts of material, designing games, moving fingers under words while reading
	Intrapersonal	Reflective teaching, interviews, reflective listening, KWL charts	Reflecting on personal meaning of information, studying in quiet settings, imagining experiments, visualizing information, journaling
	Interpersonal	Cooperative learning, role-playing, group brainstorming, cross-cultural interactions	Studying in a group, discussing information, using flash cards with other, teaching others
	Naturalist	Natural objects as manipulatives and as background for learning	Connecting with nature, forming study groups with like-minded people
	Existentialist	Socratic questions, real life situations, global problems/questions	Considering personal relationship to larger context

NAME _____

DATE _____



Investigating IT Employment Opportunities Notes Organizer

The Hiring Process

1. Locate a job opening: search the _____ ; newspaper ads; _____ offices; word of mouth
2. Usually, the first step is an application: Fill in the _____ form containing _____ information; Name, address, _____ ; previous employer
3. The next step could be the _____ : Typed document you provide that summarizes your _____ ; job skills (related to this job); past _____ history
4. The resume: Usually in _____ chronological order. Keep it brief but accurate. If the potential employer is impressed, it will get you to the next step.
5. Interview: _____ or by phone; _____ and answer session.
6. Common questions: What makes you the _____ for the job? What would your last employer say is your _____ ? What was the most _____ of your last job?
7. References: Can be requested on the _____ , résumé, or at the _____
8. References are people who _____ (but are not related); people who can _____ the information on application, résumé or given in interview. Can be a pastor, teacher, community leader, or coworker.
9. Portfolio: Can be requested by the potential _____ ; is _____ of your skills. Can be photographs, _____ , letters, anything showing off _____ you have done. Can be printed or electronic.
10. Information Technology definition: The _____ , implementation, and maintenance of computer hardware and _____ systems to organize and _____ information electronically
11. Information Technology Career Pathways: _____ Systems; Information _____ & Services: Web & Digital _____ ; Programming & _____ Development

Job Titles within each pathway:



12. Network Systems Pathway

- a. Network _____
- b. Network engineers
- c. Network & computer systems _____
- d. Database administrators
- e. Computer _____ specialists
- f. Telecommunications specialists
- g. _____ developers

13. Information Support & Services Pathway

- a. _____ support specialists
- b. _____ technicians
- c. Equipment Repair Technicians
- d. Information Systems Manager

14. Web & Digital Communications Pathway

- a. Desktop Publisher _____
- b. Technical _____
- c. Telecommunications _____
- d. Telecommunications line repairer
- e. Multimedia Artist/_____

15. Programming & Software Development Pathway

- a. Software _____
- b. Computer Systems Engineer
- c. Computer _____

Investigating IT Employment Opportunities Instructions for Activity #1 and #2



Activity #1: Researching IT Careers

1. From the notes organizer completed during the presentation, choose a job title of personal interest.
2. Using the Internet, navigate to this website: <http://www.bls.gov/ooh/a-z-index.htm#C>
3. This page has an index of various job titles. Click on the name of the job you chose.
4. Read the information provided at this site.
5. Compile the information about this job in a slideshow presentation.
 - a. Title slide with your name and course
 - b. Job title – types of tasks with this job
 - c. Environment this job occurs in
 - d. Significant points
 - e. Training and certification and other qualifications needed for this job
 - f. Employment
 - g. Job outlook
 - h. Earnings or wages
 - i. Summary slide: answer the question as to whether or not you want to go into this career field or job
 - j. End slide

Activity #2: Presenting Your Information

1. Using a computer and projector, display your presentation on a screen for the class.
2. Without reading off of the slide, tell the class about the information you discovered about this job.
3. Be sure to introduce yourself and your job title.
4. While other students are giving their presentation, you should fill out the worksheet provided by your instructor.



Instructions: Complete the table below according to the information provided in the class slideshow presentations. In the last column, place a checkmark if you would be interested in this job as a career. If you are not interested in this job, leave it blank.

Job Title	Tasks	Training	Certification	Qualifications	Outlook	Earnings	Yes/No

NAME _____

DATE _____



Investigating IT Employment Opportunities –TEST

Instructions: Read each question below. Decide which option best answers the question and write the letter that precedes that answer in the blank to the left of question.

1.	Which of the following is NOT representative of a résumé?
A.	A typed document
B.	A handwritten document
C.	Summarizes your education, job skills, and past employment
D.	Is sent to the potential employer before the interview is scheduled

2.	A reference is
A.	A printed form of documentation of previous work you've done
B.	A fill-in-the-blank form asking for basic information
C.	A face-to-face question and answer session
D.	A person who can verify information about you personally

3.	An employment application is a
A.	Face-to-face question and answer session
B.	Fill-in-the-blank form asking for basic information
C.	List of people who know you personally
D.	Printed form of documentation of previous work you've done

4.	How many career pathways are available in the Information Technology field?
A.	4
B.	6
C.	8
D.	12

5.	Which of the following is a commonly asked interview question?
A.	What ethnicity are you?
B.	What is your social security number?
C.	How many children do you have?
D.	What makes you the best person for the job?

6.	A portfolio is
A.	Samples of previous work you've done
B.	A face-to-face question and answer session
C.	A list of people who know you personally
D.	A fill-in-the-blank form asking for basic information

7.	The purpose of the résumé is to
A.	Itemize your talents and traits for the potential employer
B.	List basic information about yourself
C.	Cause the potential employer to call you in for an interview
D.	Answer the face-to-face questions of the potential employer

8.	Information Technology is the
A.	Development, implementation, and maintenance of computer hardware and software systems
B.	Maintenance of global hardware systems
C.	Maintenance of global software systems
D.	Installation of global hardware and software systems

9.	An interview can be
A.	Face-to-face
B.	Over the phone
C.	Both A and B
D.	None of the above

10.	Which of the following is NOT a job available within the Information Technology field?
A.	Network engineer
B.	Garage door opener installer
C.	Help desk technician
D.	Web developer

FILL IN THE BLANK:

List 3 positive work behaviors:

- A. _____
- B. _____
- C. _____

List 3 positive work-related personal qualities:

- A. _____
- B. _____
- C. _____

NAME _____
 DATE _____



Investigating IT Employment Opportunities –TEST ANSWER KEY

Instructions: Read each question below. Decide which option best answers the question and write the letter that precedes that answer in the blank to the left of question.

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C.	Help desk technician
D.	Web developer

FILL IN THE BLANK:

List 3 positive work behaviors:

- A. _____
- B. _____
- C. _____

List 3 positive work related personal qualities:

- A. _____
- B. _____
- C. _____

Employment Traits Rubric/Template



NAME _____
 DATE _____

Instructions: Give yourself a ranking based on a scale of 1-10 (1 being weak and 10 being strong) in each category listed below.

Behavior/ Trait	Ranking
Regular Attendance	
Promptness	
Maintenance of a clean and safe work environment	
Reading skills	
Writing Skills	
Pride in work	
Flexibility	
Open-Mindedness	

Behavior/ Trait	Ranking
Verbal communication	
Listening attentively to speakers	
Willingness to learn new knowledge and skills	
Attention to proper attire	
Initiative	
Appropriate voice	
Problem solving skills	
Effective team member	