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2015

### Business and Technology Career and Trends

Deborah Robinson

*CUNY La Guardia Community College*

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## Designing Information Assignments for Literacy

### Business and Technology Department CAREER and TRENDS Research Assignment

**Professor's Name:** Deborah Robinson

**Course Name/Section:** Business and Technology/Career and Trends

**Activity Duration:** Unknown

**Activity Learning Objectives:**

[www.bls.gov/oco](http://www.bls.gov/oco)

<http://www.onetonline.org/>

Using both web sites, amass content from the sites to answer the first six prompts 1-6.

1. You will copy from the sites and paste content underneath each prompt. It's okay to develop several pages of copied content.
2. You will want to review several description/detail options.

### Activity

For your Career Research Report, Cut and paste your information for questions 1 through 6 using the Onet and the Occupational Outlook Handbook. Question 7 is your personal response. Internet sources citations provided on sites.

Choose a particular career you are interested in to research. Provide the following information and analysis:

1. List the career, job title or occupation. What are the related fields/similar occupations?
2. What is the employment outlook?
3. What are typical salary ranges? b) What are the usual fringe benefits?
4. What is the minimum education required to enter the field, and b) what kind of education, certifications, etc. are needed to move up?
5. What are typical responsibilities in this job category?
6. What are the skills, personal qualities and competencies required in this field?
7. A) With the information you now have, are you still interested in this field?  
B) What energizes you about this work?  
C) Why do you think you would be successful?  
D) if not, what did learn about yourself or this kind of work to change your mind?

## TRENDS INQUIRY

Now that you have some working knowledge of how to conduct occupational Research for titles that interest you, another step toward understanding and connecting your KSA to workplace expectations is following business – workplace trends.

A) To support your knowledge of Trends read the following two handouts.

Trends defined - See attachment

15 Trends - See attachment

B) Five general business publications for class research on Trends:

Entrepreneur  
Wired  
Fast Company  
Inc  
Forbes

C) Trends - are typically hot topics, information, changes that occur. They are also excellent talking points that assist with your contribution to conversations and your ability to share knowledge and ideas. As you become increasingly mindful of trends and enhancing your Knowledge, skills and abilities, please choose two trend topics from the list below that you will research.

People  
Work  
Organizations  
Business  
Local, National, Global interest  
Professional

D) Search for articles on line and in print that support your interest

E) Writing 2-3 paragraphs for each of the following Prompts:

Why did you select the topic?

Why is it important?

Use audio-visual aids.

Find 2-3 sources of information and cite your sources.

F) Create a blog and add your assignment to present.

### Appendix: Attachments

(1) Trends Defined (2) 15 Trends