Job Project

You will research (part A) a specific job, and a specific computer technology used in doing that job. You will then create a handout (part B) about the job, a presentation (part C) about the technology, and a spreadsheet (part D) showing monetary considerations for some combination of job and technology.

Note that the ban on direct quoting of text from any source ***does[1]*** apply to this project.

You may work alone or in groups of up to 3 on this assignment; all group members should participate in all parts.

Part A - Concepts / Research [20%]

For some job or professional activity[2] (it may be one that you do, or only one that you are interested in) research the activity itself. Then choose some computer technology *specific to the activity*, and research that. This technology may be hardware, software, *or* networks.

Here are a few examples[3]:

- a physician's assistant who uses an Electronic Medical Record system
- an advertising designer who uses a graphics tablet
- a golf course owner who uses a golf course management software package
- an architectural designer who uses a Computer Aided Design package
- a professional dance DJ who uses a music management and mixing package
- a boutique clothing store manager who uses a sales website

Choose a specific, real technology that is available for purchase/use. A technology that combines hardware, software, and networking would be acceptable, but you need only choose one.

The technology you choose must be specific to the chosen field; anything general, e.g. laptops, printers, cell phones, spreadsheets, or wifi routers, are not appropriate choices.

Make sure that you choose a profession and technology that provides you enough to work with so that you can fill the requirements of the rest of the project.

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[1] Claiming that you read this as "doesn't" will not save you. Copied text ➔ ▬100%. No excuses.

[2] "Gamer" will not be accepted as a choice, nor will "being a student," "children," "the elderly," or any such vague category.

[3] These are only **examples**, you can choose any other professional activity and related technology.

About the job I would expect you to include information such as:

- What does a professional in this field do?
- What kind of degree or training do they need?
- What is the workplace like?
- How much do they make?
- How do they use computer technology other than the one you are presenting?
- How would they use the technology you are presenting?

About the technology I would expect you to include information such as
- What does it do?
- How does it work?
- What is the interface like? Do you need special training to use it?
- What are the costs?
- How is it used in this specific job?
- What are the benefits of this technology for this specific job?

The grade for part A will be based on your presentation of this data in the rest of the project. The more specific the better. Include a list of your sources in one of your documents.

Part B - Word [30%]

Create a 4 full page[4] (not fewer or more) document in Word that describes the job or professional activity you have chosen.

This document is **not** intended to be an essay or paper, but the kind of attractive handout you would give someone who was interested in the career and wanted to learn more.

This document is on the same topic but not directly related to the presentation in part C. In this part, you are presenting primarily information about the job to people who are not familiar with it. You should also briefly introduce the technology.

Use your Word skillz to make good use of the four pages of space without having to write too much text. Part of the credit for this document will be for the overall design and professional presentation.

Formatting:
Your document must include each of the following:

- ✓ More than one font, and also other text formatting such as bold, italic, etc.
- ✓ A table

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[4] So, your content should fill from top to bottom of four pages viewed in Word.

- ✓ At least two images
- ✓ A bulleted or numbered list
- ✓ A footnote or endnote
- ✓ A header or footer
- ✓ SmartArt

Each of these should be used appropriately to present your content. Credit would not, for example, be given for a table just used to put a decorative box around text or to make columns (which should instead be done using actual Word columns).

[EC +10] Also include

- at least two Sources (make sure to fill in all the information for your sources)
- a citation in your document using each of your sources
- an automatically generated bibliography

Part C - PowerPoint [30%]

Create a 7-9 (not fewer or more) slide PowerPoint presentation as if you are trying to convince a business or individual in your chosen field to adopt the technology you researched.

This presentation is on the same general topic but does not cover the same material as the document in part B. In this part, you are presenting information about the technology in detail to people who already know about the job.

In your presentation, use
- ✓ fonts and other text formatting
- ✓ at least two images
- ✓ shapes
- ✓ SmartArt

Do not include audio or video.

Part D [20%]

Create an Excel spreadsheet that covers monetary issues related to the profession and the technology you chose. The items to include will depend on your topic. This should include any costs that apply.

Here are some possibilities to consider:

- money to be made
    - income for someone working in this profession
    - per-hour rates
    - prices of the goods or services sold in this profession
- business costs
    - salaries of employees
    - yearly budget in this business
    - cost of equipment other than the chosen technology
- costs of the technology itself
    - buying or renting hardware
    - software licensing (how many licenses does the organization need?)
    - extra needed hardware such as connection cables or adapters, or upgrades to existing hardware to allow more complex software to run
    - installation fees
    - salary for trained operators
    - monthly internet access costs
    - consumable resources such as ink cartridges, paper, etc
    - maintenance costs
    - helpline or support fees
    - training costs
    - manuals, textbooks
- savings that come with adopting the technology
    - saved cost on materials no longer needed
    - saved cost on equipment no longer needed
    - saved cost on employees or contractors no longer needed
    - money saved based on time save
    - savings compared to other comparable technologies

Other related numbers, such as average number of hours worked, number of employees at a location, number of customers per day, etc., may also be appropriate.

Not all of these will apply to all situations. You should include all that apply for your topic. These must be real numbers, and you should include somewhere the source where you found them.

You must have at least five items (individual numbers).

If there is another type of numerical data related to your topic that you would like to use in a spreadsheet instead of money (e.g. time, people affected, materials used, proportion of market share, etc.), please see me to discuss.

Put individual amounts in clearly labeled cells, and have a single cell with a **formula** for some overall result based on these numbers, for instance the total cost for adopting the technology, the total profit for a month, the total savings for a year, etc… The formula must be written so that it would update if any of the other cells were changed.

Include a **meaningful** graph or chart illustrating some or all of your data.

In your spreadsheet, use appropriately:
- ✓ fonts and other text formatting
- ✓ cell formatting (shading, outlines, etc)
- ✓ numerical formatting (percentage, dollar, etc)
- ✓ at least one of the following
  - o conditional formatting (data bars, sparklines, etc)
  - o if() formulas
  - o tables

Credit will only be given for using these appropriately (i.e. tables are not used for making your data look pretty, they have a purpose.)

Turning in the Project

You may work alone or in groups of up to 3 on this project. Even if working alone you will need to join a "group" by yourself in Blackboard to turn in the assignment.

Turn in your project through Blackboard by attaching all documents (Presentation, Word Document, and Spreadsheet) to a single submission. **Do not** zip or otherwise reformat your documents. If your files do not display correctly in Blackboard[5] and open directly[6] in the appropriate Microsoft Office[7] programs, you will not receive credit.

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[5] Blackboard will occasionally choke on very complex documents. At least check that when you download your document it still opens and looks fine; it is your responsibility to make sure you give me the document you intended.

[6] I shouldn't have to enter compatibility mode or anything like that.

[7] Any version of Office from 2013 onward, including Office 365 should be fine.