

Information Technologies Career Opportunities Rubric

Tasks Correctly Completed	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>
Used time wisely		
Organized Internet research of ten (10) IT careers and salary ranges into a table		
Selected one IT career; researched for the educational requirements at three NC universities and three technical/community colleges. Student organized data (school, address, cost, distance from school) into table.		
Completed a database using information from research table.		
Completed a mail merge using acceptable letter format and included appropriate information requesting catalogs from schools.		
Queried database using the three criteria for cost per year; copied/pasted answers to word processing document.		
Queried database using the three criteria for distance from home; copied/pasted answers to word processing document.		
Created a spreadsheet with the school name and cost data.		
Created an embedded chart comparing cost information for schools.		
Created newsletter describing one IT career and included the chart showing the cost of attending the six NC schools to prepare for an IT career.		

Total _____ (Yes category checks) of 10 possible.

Percentage _____ %

Databases

Use database software with alternative input devices.