Industry and Career Research Report
Total Marks: 75

OVERVIEW:

Individually students will research information about professional associations, publications, memberships, certifications, and current news related to their chosen career field. They will detail their findings in a formal business report and submit to their professor.

TASKS:

1) **Create Title Page:** Create a title page containing the title of the assignment, student name and number, professor name, and due date. Center contents on the page horizontally and vertically (use vertical center alignment and a Next Page section break). Refer to Figure 1 below.

2) **Create Headers:** Create a header for the title page (section 1). Create a header for section 2 as well. Refer to Figure 1 below as well as APA guidelines.

3) **Modify Styles:**
   a) Modify then apply the Heading 1Style to all level 1 headings in your report. Heading 1 style = Times New Roman font, 12 pt size, Bold, Centered, and remove paragraph spacing before and after – as per OWL Purdue APA 6th edition - https://owl.english.purdue.edu/owl/resource/560/24/

   b) Modify the Heading 2 Style and apply it to all level 2 headings in your report. The Heading 2 Style = Times New Roman font, 12 pt size, Bold, left-aligned, and remove paragraph spacing before and after – as per OWL Purdue APA 6th edition

   c) Modify the Heading 3 Style and apply it to all level 3 headings in your report. The Heading 3 Style = Times New Roman font, 12 pt size, Bold, indent first line ½ inch, and remove paragraph spacing before and after - as per OWL Purdue APA 6th edition

4) **Insert a Level 1 Heading:** Start your report with a level 1 heading entitled, "**Academic Program Outline**."

   a) Under this heading include an introductory paragraph in which you provide a brief description of your program of study and why you selected this program. Explain what skills you hope to gain from completing this program of study and what you plan to do after you graduate (e.g., university, find a job, leave Canada).

   b) **Create a** Table**:**
   Locate your current program of study at the college's website. Under your introductory paragraph, create a table with four (4) columns and twelve (12) rows. In the first row, enter the following column headings: Course Code, Course Title, Weekly Hours, Course Description (a snippet - one or two sentences only). Refer to Figure 3 below.

      i) In the remaining rows fill in the table with information you locate at your program website (above). You should enter the course code, course title, weekly hours, and a brief sentence or two describing the course. Do this for each course within the first TWO semesters of your program. NOTE: You may need to add or delete rows based on the number of courses you have in the first two semesters.

      ii) From the Table Styles options, apply a colourful table style of your choice. Apply single-line spacing within the table.

iii) Ensure that column widths are a good fit for the content within the column. Ensure semester 1 and semester 2 are clearly identified as such.

iv) Add a row at the top of the table. Remove any fill colour and borders from this row. Center and bold a table title in this row which includes: The table number, the program name and program number, and the program coordinator's name. When you use a table number you will need to refer readers to the table number within your introductory paragraph. For example, you might say, "Please refer to Table 1 below for an overview of the first two semesters in this program."

v) Add a note to the bottom of the table stating the source. Use single-line spacing for this notation, center alignment, and Times New Roman font in a 10 pt font size.

vi) Include an entry on your References page for the source website from which you retrieved the table information.

5) **Insert a Level 1 Heading:** Under the table, using double-line spacing consistently, start a new paragraph with a level 1 heading entitled "**Industry Affiliations**" and two level 2 headings.

a) **Insert a Level 2 Heading:** The first level 2 heading is "**Professional Association**."

i) In this part of your report you will discuss ONE professional association that is related to your future career field (based on your program concentration, e.g., FITT, HRPA, CMA, APICS, CIM, CPSA, CGA, CPA).

ii) **Insert Level 3 Headings:** Use level 3 headings for each of the following and explain each. If you find you require a level 4 heading, please format these headings in accordance with APA guidelines, but you do not need to modify and apply a style to them as they will not appear in your Table of Contents.

(1) **Purpose**. Explain what the organization does, or why it exists.
(2) **Users**. Explain **who** uses it.
(3) **Services**. Discuss the services **offered** (at least 2).
(4) **Events**. Discuss previous or **upcoming** events (at least 2).
(5) **Membership and fees.** Discuss Membership fees and the process for becoming a member (a student member if available), and the benefits associated with becoming a member.

b) **Insert a Level 2 Heading:** Start a new paragraph with a level 2 heading entitled "**Industry Certification and Publication.**"

i) In this part of your report you will discuss ONE professional certification (different from step 3 above) associated with your career field and ONE publication to which it would be helpful for you to subscribe to (e.g., magazine, newspaper, journal, etc.).

ii) **Insert Level 3 Headings:** Use level 3 headings for each of the following and explain each.

(1) **Levels**. Explain the levels of certification that can be obtained.
(2) **Cost of certification.** Explain the costs **involved** to gain certification.
(3) **Process**. Describe the process to gain certification.
(4) **Benefits**. Explain the benefits of gaining certification.
(5) **Industry-related publication.** List one magazine, newspaper, journal, etc. and explain how this publication could benefit you in your chosen field of study/work. Give a brief explanation of what the publication focuses on and the services provided to subscribers.

6) **Insert a Level 1 Heading:** Start a new paragraph with a level 1 heading entitled "**News Article."**

   a) In this part of your report you will summarize a recent news article (approximately one to three paragraphs) pertaining to your chosen future career field (based on your program of study).

   b) The article may relate to the industry, a specific company, a specific product, etc. Clearly explain how this article relates to your career field and/or program of study. Remember to include in-text citations whenever you quote from the article. Include the article source information on your References page.

   c) Include a copy of the full news article in **Appendix A** (screen capture), and be sure to refer readers (you need to mention the appendix) to Appendix A within the body of your report.

   d) Include an entry for Appendix A in the Table of Contents list. Add a source note under the image in the appendix.

7) **Insert a Level 1 Heading:** Start a new paragraph with a level 1 heading entitled "**Job Posting.**"

   a) In this part of your report you will discuss ONE job opportunity currently available in your chosen career field and express why you feel you could do well in this type of career/job once you complete your program of study here at the college.

   b) In paragraph form state the job title, the company or recruiting firm posting the job advertisement, and the salary range being offered.

   c) Insert a level 2 heading entitled, "**Three Job Requirements**" then in a bulleted list, list three (3) job duties, skills, knowledge, or responsibilities being sought.

   d) Insert a level 2 heading entitled, "**Job Fit**" then address the three bulleted items listed in job requirements. Explain how your abilities, skills, knowledge, and experience make you a good fit for this job. If you don't have these skills then explain how you plan to develop them by the time you graduate.

   e) Place a copy of the job posting in **Appendix B** (screen capture). Refer (mention the appendix) the reader to Appendix B within the paragraph introducing the job posting.

   f) Add an entry for Appendix B to your Table of Contents list. Add a source note under the image in the appendix.

   g) Remember to use in-text citations when you quote directly from the source, and remember to list this source on your APA References page.

8) **Generate/insert an APA References page** (bibliography) using the References Menu. Ensure the title of the page is "References" and not Bibliography.

9) **Add Appendixes**. Place the two appendixes, Appendix A and Appendix B, after the References page.

   a) Ensure the appendixes are in landscape orientation (section break required).

   b) Ensure the appendix pages are in TWO column format. Place screen captures of the News Article and the Job Posting you researched into the columns.

c) Adjust the header for the landscaped pages so that the page number is aligned to the right margin and the report title is aligned to the left margin.

10) **Generate a table of contents (TOC)** using the References Menu and show 3 levels of headings.

a) Use left-aligned headings with right-aligned page numbers with dot leaders

b) Apply Times New Roman font type, 12 pt font size

c) Apply double-line spacing and remove before/after paragraph spacing (TOC should fit on one page, make spacing adjustments if needed)

d) Do not format the title on the Table of Contents using the Heading 1 Style otherwise it will show in your TOC, which is not necessary. If it does appear in your generated TOC then simply delete the line from the TOC. Refer to Figure 2 below.

11) Use consistent formatting (double-line spacing, no space before or after, Times New Roman 12 pt font, etc.) in accordance with APA guidelines within all paragraphs and heading levels. Proofread and spellcheck your report BEFORE submitting for grading.

RUBRIC:

Criteria	Evaluation			
Report Formatting	5 Excellent All Criteria Met	4 Good One Criteria missed or incorrect	3 Fair Two or more Criteria missed or incorrect	0-2 Needs Work Three or more Criteria missed or incorrect
Title Page – contains assignment title, student's name and student number, professor's name, due date, content centered on page horizontally and vertically (vertical alignment with section break).				
Table of Contents – TOC is generated, includes page numbers right aligned with dot leaders, includes three levels of headings left aligned, and is double-spaced. Headings are tabbed accurately to reflect heading levels.				
Page numbers and Headers/Footers– appropriate headers/footers, page numbers flow throughout the report.				
Heading levels – Heading 1, 2, and 3 Styles are applied consistently and accurately to heading and are in accordance with the APA guidelines.				
Writing Mechanics – Free from spelling, grammatical, and punctuation errors.				
Table – Formatted with a colourful style. Contains 4 columns. Table includes a title (top) and a source note (bottom) with appropriate information. Table title includes "Table 1," program title, and coordinator's name. Table content is single-spaced. Source information is provided at bottom of the table and formatted correctly. Semester 1 and Semester 2 are clearly identified as such. Source is included on the References page.				
Fonts and Line Spacing – Times New Roman, 12 pt, double-line spacing applied consistently throughout report.				
References – References page is formatted according to APA guidelines, in-text citation tool was used, and sources were compiled through the Bibliography tool.				
Appendix A– contains a copy of the news article, referred to in the body text, included in References list. Is in landscape orientation, uses two-column format. Page number at right margin.				
Appendix B – contains a copy of a job posting relevant to the student's chosen field of study/work, referred to in the body				

text, included in the References list. Is in landscape orientation, uses two-column format. Page number at right margin.				
Subtotal Formatting **/50**				
Report Content	5 Excellent	4 Good	3 Fair	0-2 Needs Work
Program Model Table – First two semesters with course code, course title, course hours, and a brief description for each course. Content agrees with the content listed on the program website. Title and source note contain accurate information.				
Industry Affiliations – Contains level 2 heading, Professional Association which contains five level 3 headings: Purpose, Users, Services (at least 2), Events (at least 2), and Fees (memberships and student membership). Content is informative and accurate. Discusses benefits of becoming a member. In-text citations are used where needed. Source is cited on References page.				
Industry Affiliations – Contains level 2 heading, Industry Certifications and Publications which contains five level 3 headings: Costs, Process, Levels, Benefits, and Media (summarize the information and services provided). Content is informative and accurate. In-text citations are used where needed. Source is cited on References page.				
News Article – Level 1 Heading. Content is relevant to chosen career field/industry. Article is summarized. News article is contained with Appendix A and readers are referred to Appendix A within the report. A source note is below the appendix image. Source is listed on References page.				
Job Posting – Level 1 Heading. Contains job title, company, and salary. Include two level 2 headings: Job Requirements (3 duties/skills/knowledge/responsibilities) and Job Fit (explanation of why skills/abilities fit the job). Job posting is contained within Appendix B. A source note is below the appendix image. Source is listed on References page.				
Sub-total Content **/25**				
Total **/75**				

Figure 1: Title Page

Running head: INDUSTRY AND CAREER RESEARCH REPORT 1

Industry and Career Research Report

For: Professor's Name

From: Student's name, Student number

Date: Date

Figure 2: Table of Contents

Paragraph Styles

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Figure 3: Example of Program Outline Table

Course Code	Course Title	Hours per Week	One Course Learning Outcome
Semester 1			
COMM170	College Communications 2	3	Review of sentence structure, grammar, diction, and punctuation.
COMP100	Programming 1	4 (2 + 2)	Design, code and test a program in a language like C#.NET to solve a prescribed business problem.
COMP120	Software Engineering Fundamentals	4 (2 + 2)	Use a variety of tools (word processor, spreadsheet, presentation tool e.g. Power Point, charting and diagramming tool e.g. Visio) to produce diagrams, and descriptive, mathematical, graphical models that represent simple problems and solutions.
COMP122	Introduction to Database Concepts	4 (2 + 2)	Use SQL Data Manipulation Language (DML) to create and query sample data.
GNED219	The Canadian Workplace Experience	3	Identify the types of businesses in Canada and explain the functions of these workplaces.
MATH175	Functions and Number Systems	3	Find the term and sum of sequences and series, respectively.
Semester 2			
COMP123	Programming 2	4 (2 +2)	Design and test programs that use ADO.NET to access databases.
COMP213	Web Interface Design	4	Use XML to create documents that transfer business information over the Internet.
COMP225	Software Engineering Methodologies 1	4 (2 + 2)	Model systems with UML standard activity diagrams, use case diagrams, class diagrams and ERD data model.
COMP301	UNIX/LINUX Operating Systems	4	Execute MYSQL queries in a Unix/Linux Environment.
COMP391	Introduction to Game and Simulation	4 (2 + 2)	Elements of game theory, game strategy, and game play features.
MATH185	Discrete Mathematics	3	Solve combinational problems using lists, the fundamental counting principle, permutations and combinations.