CIS 415 Portfolio Inventory

The objectives of this assignment are:

1. Identify the image you want the portfolio to project of

YOU and your contributing talents!

1. Identify the knowledge and skill areas needed to support this image to a potential employer;
2. Determine the items (coursework, employment activities, volunteer activities) that support the knowledge and skill areas needed for your image;
3. Assign these items to knowledge and skill areas; and
4. Indicate items that are still needed to complete the portfolio.
5. Identify the image you want the portfolio to project of you. To a degree, this image should be consistent with your career aspirations and career plan. Ask yourself simple questions such as the following:

* Where do I want to be in five years?;
* What do I like to do with information systems?;
* What do I offer the organization that hires me?;
* What combination of knowledge and skills makes me unique?

The answers to these questions (and others) will be helpful in identifying the image you want to project.

WORKSHEET:

1. What is the image you want the portfolio to project of you?
2. Identify the knowledge areas and skills needed to create your portfolio image; i.e., what key knowledge areas and skills must be demonstrated?
3. Find a job description in a newspaper, professional journal, on the web, etc. for a job/career that fits your image (and attach a referenced copy of it). In the first column below, list the knowledge areas and skills needed for this job. In the second column, assign your candidate items to these knowledge and skills. Put in parentheses the course # (e.g., C++(CIS 110)). Here you may have overlap, as some of your coursework may fall into more than one knowledge area or skill.

Knowledge Areas/Skills Your Candidate Items

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1. Write a resume and cover letter to a prospective employer that will be included as the first page of your portfolio. Your cover letter should be in response to the employment ad referenced in item.
2. Prepare a Table of Contents, using your Knowledge and Skill areas as your guide.

Refer to the example shown the Portfolio Discussion slides.

1. Write one sample narrative paragraph(s) that you will use to briefly describe to the reader the materials contained within one of the sections of your Portfolio. Try to briefly explain to the reader how the materials in that section support that knowledge and/or skill area and why the reader might find value in reviewing that section.

Final Check off list for preparation of Portfolio…

zSection I: Resume and Cover Letter

zSection II: Business and Systems Analysis

zSection III: Database Design and Applications

zSection IV: Programming Skills

zSection V: Internet Skills

zSection VI: Skill Set Sheet

zSection VII: : Personal/Professional References