**Planning 10** **Mr. Chalifour**

**“HOW TO” CAREER BROCHURE**

Using Microsoft Publisher, you will be creating a double-sided (2-page) brochure about a career that you find very interesting. This brochure should be written for other youths to read. Therefore, you have to make it interesting, not just about the information you found.

Criteria:

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| --- | --- |
|  A brief description of the job and what a person does on a daily basis in this career | /5 |

* The training or education needed for this career including:

o Names of 2 post-secondary institutions where you can take your training

o Type of program & credentials (ex. apprenticeship, bachelor’s degree, certificate) o Length of program

o Any other important information you find

* The earnings of the career choice ($$)
* What the work conditions are like (pros & cons)
* What the employment prospects are for this job in BC or Canada

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* Documents that at **least 2** labour market information sources have been explored: Work Futures [(www.workfutures.bc.ca](http://www.workfutures.bc.ca/)), Career Cruising [(www.careercruising.com](http://www.careercruising.com/)

login: byrne, password: creek) or other websites

 Identify what values, interests and skills a person must have to be successful

 Self-reflection: are you suited to this career? How would the opinion of your parents, teachers, and friends influence your decision? Would you still like to work in this career? Why or why not?

 Pictures/images of career

**TOTAL MARKS**

Microsoft Publisher Instructions:

1. Open Microsoft Publisher. (Start Menu, Programs, Microsoft Office, Microsoft Publisher 2013)
2. In the “New Publication” window, select “Publications for Print”, then select “Brochures”.
3. From the “Informational” category, select a design that you like.
4. When the “Personal Information” window pops-up, hit cancel.
5. Delete the textboxes with the address, company and logo information, you will need the space for your career information.
6. Change the pictures by inserting your pictures from the internet or adding clip art.
7. At the bottom of the screen, there are 1 & 2 buttons, this will switch you from page 1 to page 2. Fill both sides completely with career information and images.
8. Save your file as **Lastname-brochure.pub** in your My Documents.
9. To hand in: Email to me with subject heading “Your Name – Brochure”

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**/60 marks**