

**Computer Lab**  
Career Project

Grade Scale			
A+	100.00	B-	85.00
A	96.00	C+	83.00
A-	93.00	C	79.00
B+	91.00	C-	77.00
B	87.00	D+	75.00
		D	72.00
		D-	70.00
		F	0.00

**Career Worksheet # 10**  
**Final Paper**  
**Word Processing**

Name \_\_\_\_\_  
Nbr \_\_\_\_\_  
Date \_\_\_\_\_



**Description:** For this assignment, you will write your final Career Project paper.

**Instructions:** Use your Inspiration diagram/outline to assist you in writing your final paper for this project. All of the topics you should have addressed in your diagram/outline must be addressed in your final paper. Those topics include

- Introduction
  - What your career choice consists of
  - Why you initially chose the career for this project
- Education (also include spreadsheet screen print and chart)
- Job Outlook
- Job Compensation
- Job Satisfaction
- Results from your interview that you found interesting or that will not be covered in another topic (if you were able to complete an interview)
- Conclusion

To obtain a screen print

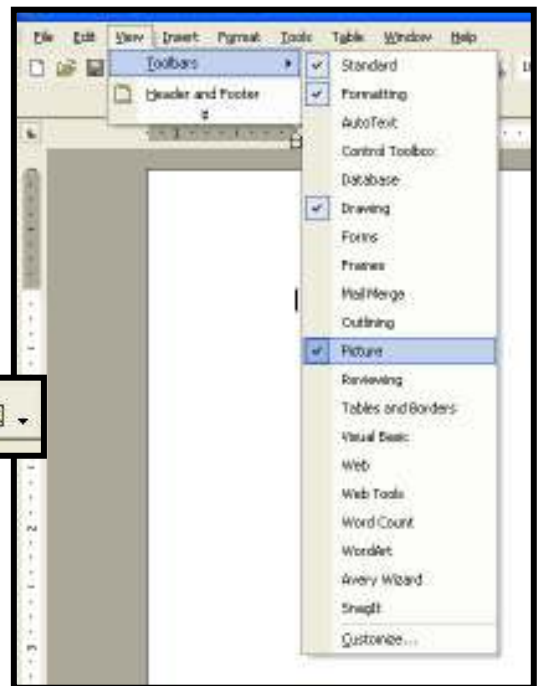
- Press the **Print Scrn** key. This will not print your screen, but will copy it.
- Paste the screen print in the desired location
- Crop the screen print so that only what you want is left

To crop

- Click on **View**
- Click on **Toolbar**
- Make sure that **Picture** is selected.
- Click on the item that you want to crop
- Click on the crop button



- Crop your graphic from the corners



Be sure to work diligently and thoughtfully on this. This paper will be worth two test grades.

## **GRADING RUBRIC Checklist**

<input type="checkbox"/> MLA format is used for name, date, etc.	1
<input type="checkbox"/> All of the following topics are included	8
○ Introduction	
○ Why you initially chose the career for this project	
○ Education	
○ Job Outlook	
○ Job Compensation	
○ Job Satisfaction	
○ Interview	
○ Conclusion	
<input type="checkbox"/> Illustration items are included (at minimum: spreadsheet screen print and chart)	2
<input type="checkbox"/> Diagram/Outline items are expanded upon and further explained	8
<input type="checkbox"/> Spelling is correct	5
<input type="checkbox"/> Grammar is correct	5
<input type="checkbox"/> All sources are cited on a separate page	5
<input type="checkbox"/> Page numbers are used	1
<input type="checkbox"/> To turn in:	3
○ This document	
○ Inspiration diagram and outline	
○ Final paper	
<b><i>Total</i></b>	<b>38</b>