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THE SCHOOL DISTRICT OF MANATEE COUNTY FEATURES A STUDENT AND A CAREER & TECHNICAL EDUCATION TEACHER

Newspaper in Education Presents
Inquizi
 Brought to you by Adult, Career & Technical Education



SCHOOL
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Essential Employability Skills

Patti Bouwer teaches *Computing for College and Careers* (CCC) at Bayshore High School. She takes pride in watching the development of her students as they prepare to enter the workforce or continue their education past high school. "Teaching valuable employability skills to young people not only helps build their self confidence, it also ensures that employers with jobs vital to our community have educated and competent individuals filling the needs," said Patti. "Today's children are the leaders of the not-too-distant future and need to understand that learning occurs throughout life."

Reading for comprehension is a priority in Patti's class. "CCC is the foundation course for students seeking to become a completer in one of the many programs offered through Adult, Career & Technical Education (ACT)," she explained. In her classes, students not only learn computing essentials, they also complete a variety of activities that incorporate reading, understanding, and following directions. Patti focuses each day on improving students' employability. "My philosophy is to help young people develop a desire to learn and to practice ethics and good values while demonstrating integrity so the knowledge they gather can be used for making good and wise decisions."



Regional Careers: Here are examples of related occupations and current wages in the Suncoast Workforce Region.

Occupation	Entry Level	Experienced
Minimum wage	\$7.21	-
Producers and Directors	\$12.24	\$32.83
Reporters and Correspondents	\$12.34	\$22.91
Database Administrators	\$22.54	\$36.69
Computer Operators	\$14.04	\$23.07
Data Entry Keyers	\$9.91	\$14.47
Network Systems and Data Communications Analysts	\$18.84	\$35.55

Source: <http://fred.labormarketinfo.com>
 FL Labor Market Statistics, Occupational Employment Statistics & Wages Program

Career Pathway: Students desiring a career in any of these areas can find related educational programs at these schools*:

- Bayshore High School,
- Manatee Technical Institute,
- State College of Florida,
- Manatee-Sarasota University of South Florida

*Other Manatee schools may offer similar programs. Listed schools are related to today's issue.

WEB
Wise

Check out the following websites:

- www.bls.gov/oco
- www.access.bridges.com
- www.microsoft.com/learning/en/us/certification/cert-overview.aspx
- www.skillsusa.org

InnoVators

**Bayshore High School
 Computing for College & Careers**

Career Curious? Try Job Shadowing

Donna is interested in a career in nursing, but she's not quite sure if she'll like it. She calls up her friend's mother—a nurse at a local doctor's office—and asks if she might go to work with her for a day. The mom gets permission from the office manager, and the next day Donna follows the nurse around for the workday. Donna watches her give shots, measure blood pressure and temperatures, weigh patients, and fill out charts. She learns a whole new vocabulary, and by the end of the day she realizes that although nursing will require a lot of training, she just might fit into such a career.



Donna's day at work is called *job shadowing*, or the process of gaining job experience by acting as an actual employee's "shadow," following them as they work and observing how they carry out the responsibilities of the job. Asking questions is also an important part of the shadower's learning experience.

Mike likes to work with his hands. His uncle has a job in construction and asks Mike if he wants to tag along for a day at the work site. Mike grabs his boots, packs a lunch, borrows a hard hat, and heads off to find out what construction work is all about. He learns different techniques for installing drywall, the right and wrong types of framing materials to use, some tips that make window installations easier, and important safety precautions. Shadowing his uncle gives him a taste of what a construction job might be like, and it helps him make a more informed decision about pursuing a similar profession.

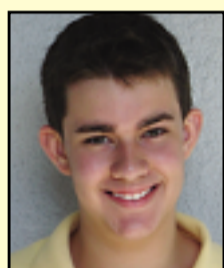


Carly has always wanted to have an office job, complete with professional clothing, important meetings, and lunches out. She contacts an attorney's office and arranges a job-shadowing day, but the day doesn't turn out as she expected. The atmosphere is stressful; she feels stifled in the small space she shares with other people, and she doesn't have the organizational mind needed for managing so many case files at once. On the drive home she decides that an office job is not for her.



No matter the field you're interested in, job shadowing can give you some ideas of what that particular job might entail. Even if your experience is like Carly's, it will help you narrow down your list of possible career choices. Why not try a job shadowing experience yourself?

KIDZ
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Skills for Success

Bayshore High School (BHS) sophomore Michael Boswell is an enthusiastic learner with excellent communication skills. By completing his Computing for College and Careers class, Michael has mastered a solid base of computer knowledge, keyboarding (or typing), and a variety of software programs including Microsoft Excel, PowerPoint, and Word. All of these newly acquired skills connect his education to his future and are crucial for his approaching career.

Michael has carefully planned for his future by choosing classes that embrace every opportunity to hone the skills he needs for success. He is active in the BHS Television Production program where he anchors the BHS TV show *Bruin Rewind*. Michael also hosts the *Bayshore Activity Hour*, a weekly radio program on Tuesday evenings which is featured on AM 1490.

Michael's ultimate goal is to become a television news anchor that is professional, relaxed, and well spoken with an informative and factual manner. He loves watching the local news and critiquing the anchor's performance. "That's how you learn!" he says.

Explore



Plan a Job Shadowing Experience

1. Make a list of careers you'd like to explore.
2. Number them in order of most favorite to least favorite.
3. Make a list of adults either who have a job in your favorite fields or who may know someone with your desired job. (This is called networking.)
4. With a parent's permission, call, email, or send a letter to one or all of them, asking if you can shadow them during the workday.
5. Once you've arranged the job shadow experience, find out the appropriate dress code for the workplace. Make plans to dress accordingly.
6. On your scheduled day, arrive on time. Use good business etiquette—no personal phone calls or text messaging on the job!
7. After your experience, send a thank-you note to those who helped you out.
8. Return to your numbered list of careers. Did your experience change your view of most favorite to least favorite? Renumber the list according to your new knowledge.



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