



# The Higher Learning Institute

Williams Memorial CME Church  
3400 Triangle Lake Road  
P.O. Box 1395  
High Point, NC 27260

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## 1<sup>st</sup> Year Assignment II (Due March 2005)

1. Research your top profession/career choice and prepare a short report about it following these guidelines:
  - a. Must be one paragraph or less (typed in MS word or other software)
  - b. Must include your name, name of profession, why you chose profession, job function (take care of sick patients, mentor youth, fix broken cars, etc.), and job location (hospital, community center, car repair shop, etc...)
  - c. Must include graphics/pictures describing profession/career. These pictures can be hand drawn, inserted from the computer, or can be cut from a magazine or newspaper
  - d. Must be on a sheet of paper that is no bigger than 8.5in x 11in
  - e. Must be Neat and very high quality. All presentations will be displayed on a bulletin board for the congregation to see.
2. Prepare an oral presentation
  - a. Must include information from written report
  - b. Must be less than five (5) minutes
  - c. Must include props (lab coat, hammer, hair dryer, etc...) and/or other creative techniques (rap, song, poem, step)
  - d. Presentations will be given at next session. Make sure to practice your presentation before coming to the session.

### Suggested resources:

1. Internet
  - a. College Foundation of North Carolina ([www.cfnc.org](http://www.cfnc.org))
  - b. Occupational Outlook Handbook ([www.bls.gov/oco/](http://www.bls.gov/oco/))
  - c. Military Careers Guide Online ([www.militarycareers.com](http://www.militarycareers.com))
  - d. College Board ([www.collegeboard.org](http://www.collegeboard.org))
  - e. Quintessential Careers ([www.quintcareers.com/teens.html](http://www.quintcareers.com/teens.html))
  - f. The Black Collegian Online ([www.black-collegian.com](http://www.black-collegian.com))
  - g. O\*NET Dictionary of Occupational Titles ([www.online.onecenter.org](http://www.online.onecenter.org))
  - h. Career Interests Games (<http://career.missouri.edu/holland>)
  - i. New Directions [www.bcit.tec.nj.us/kidcareer/info](http://www.bcit.tec.nj.us/kidcareer/info)
  - j. Teen Career Center
2. Books
  - a. Dictionary
  - b. Encyclopedia
  - c. Professional magazines
  - d. Career Guidance books
    - a. Discover What You Are Best At –Linda Gale
- C. People
  - a. Ask family and friends who may have same career
  - b. Call a school or company who may employ chosen profession

### Email Basics Assignment:

1. Send an email to [hlistep@yahoo.com](mailto:hlistep@yahoo.com) at least 2 days prior to the next session
2. Attach your written paragraph to the email
3. Refer to the Email Basics II handout or contact a mentor if you have any questions