

## **Lesson 1**

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### **Note to teacher:**

Lesson 1 is intended to give an overview of OLMIS, and to allow the students time to explore the web site on their own.

### **Materials Needed:**

Copies of Journal #1 and Student Worksheet #1

### **Objectives:**

- The students will complete Journal #1
- The students will follow along as the teacher leads them through an introduction to OLMIS with the InFocus Projector.
- The students will explore OLMIS on their own computers following the teacher demonstration.

### **Evaluation:**

- Students will complete Worksheet #1.
- The students will be observed trying the Occupational Information Center, the Occupation Explorer, the Educational Information Center, the Employer Database, or the other areas when given the opportunity to try the OLMIS on their own.

### **Instruction:**

Warm up: Have students complete Journal #1.

Introduction to OLMIS:

Follow the steps below to get a general overview of the OLMIS web site and point out the features the students will use as they go through the unit.

1. Open the OLMIS web site with your internet browser (<http://www.qualityinfo.org>)

Explain that OLMIS stands for the Oregon Labor Market Information System. OLMIS is a database accessed through a website that we will learn how to use in the next couple of weeks.

Points you can make in the introduction:

- OLMIS contains information on hundreds of occupations which can be used for career exploration.

- OLMIS has several interactive tools to help you make career decisions, find schools and training providers, or locate employers.
  - The OLMIS web site also contains great articles on a wide range of topics related to jobs, job hunting, and current events in the job market.
  - After graduation or whenever students are finished with their formal schooling, they can use OLMIS to find jobs and build independent lives.
2. Click on the link to the Occupational Information Center under “Tools” in the blue navigation bar. Explain that the OIC contains information on over 700 occupations. Tell the students they can use the keyword search for quick information retrieval, or the occupational drill down for general exploration (example: what are the jobs in health care?)
  3. Use the keyword search to find a common occupation such as fire fighter, or let the students suggest an occupation. Get the full report for your area and scroll through the individual report items with the students.
  4. Open the Occupation Explorer. Explain that it can be used to find occupations matching the students’ goals for education and income level. Demonstrate how it can be used to produce a list of occupations requiring an associate’s degree which pay more than \$40,000 a year, for example. Then show how it is linked to the Occupational Information Center through the job titles in the list.
  5. Open the OLMIS Guide. Tell the students to explore OLMIS using the guide. Show them how following the “I am a student” branch will help them identify information sources for various career-related activities.
  6. NOTE: The OLMIS Guide is a great place to direct students who have missed a day of class instruction to catch up and learn aspects of OLMIS interactively with the computer.
  7. At the end of the activity, have students complete Student Worksheet #1.