

## Lesson 12

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### Note to teacher:

This is the last instructional lesson. Final assessments take place after the completion of this lesson. See the Final Project and Evaluation sections for details and instructions.

### Materials Needed:

Computers, a projector connected to the instructor's computer, a projection screen, and printer paper

### Objectives:

1. The students will observe a demonstration of the Employer Database.
2. The students will search for an industry listed on their Occupational Information Center printout (from Lesson 4) in the primary industries of employment table. They will retrieve a list of employers in that industry.

### Evaluation:

- Each student will print a list of employers that may hire workers in their chosen career.
- Each student will review each of the tools on the computer as needed for the final assessment activity. (Self-evaluation)

### Instruction:

1. From the QualityInfo home page, select **Business & Employers** from the navigation bar on the left side of the page. Then, select the **Employer Database** tool.
2. There are three steps for searching employers. For the first step, choose Oregon and your area. For step two, select the button for Industry (not Employer Name). In the third box type the word "**metal**" in the box for **Industry Title or Code**.
3. Click on the **Continue** button on the left (below "metal").
4. Several industries will be displayed. Continue narrowing your search by highlighting **Sheet Metal Work Manufacturing** and then click on **Continue**
5. Click on the name of an employer to display the contact information. Show the students that a map of the employer's location can be obtained by clicking on the link next to the company's address on the contact information page. Have the students practice with the same example and try some other search criteria.
6. Ask students to search for employers in an industry shown in the industries of employment table on their OIC print out (from Lesson 4). Then print the first page of the employer information for each student and add this to their portfolio.