

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

ACADEMIC AFFAIRS

Course Number: CMPA-140 Department: Information Technologies

Course Title: Soft Skills at Work Semester: Spring Year: 2010

Course Objective	Competencies
To use technical skills for career preparation.	<ol style="list-style-type: none">1. Use a search engine to research careers, employers, and interview preparation.2. Prepare effectively for job interviews.3. Use software to prepare the necessary documents required for a job search (cover letter, resume, and thank-you letter).4. Know how to dress and make a good first impression.
To clean up online persona.	<ol style="list-style-type: none">1. Understand the importance of a clean online persona to a career professional.2. Know how to protect personal information and privacy.3. Understand how postings to online forums can be used to learn more about a person's beliefs and non-work activities
To improve written communication skills in e-mails.	<ol style="list-style-type: none">1. Write emails with precision.2. Correct common writing mistakes in emails.3. Learn which communication methods work best for conveying messages.

Course Objective	Competencies
<p>To learn about teams in the workplace.</p>	<ol style="list-style-type: none"> 1. Understand the importance of teamwork to successful organizations. 2. Understand generational differences and how they affect workplace teams. 3. Recognize teams in the workplace, their characteristics, and roles played.
<p>To prepare and give a presentation.</p>	<ol style="list-style-type: none"> 1. To learn a simple four-step approach to creating effective presentations. 2. To understand common presentation mistakes and how to avoid them.