

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

ACADEMIC AFFAIRS

Course Number: OIT-145 Class/Lect. Hours: 3 Lab Hours: Credits: 3 Dept.: Information Technologies

Course Title: Career Readiness/Soft Skills Semester: Spring Year: 2020

Course Description, Prerequisite, Corequisite:

This course is designed to give students a start on the process of career planning and development, as well as preparing students with the soft skills that are essential to long-term success in the workplace. Students will be taught employability skills, job interview techniques, communication skills, and portfolio development. Students will also learn how to present themselves professionally, develop professional work ethics and interpersonal skills, and plan/manage their careers. This course is available to the entire STCC community.

OBJECTIVES/COMPETENCIES

| Course Objectives | 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. Use software to prepare the necessary documents required for a job search (cover letter, resume, and thank-you letter). |
| To prepare for an interview. | <ol style="list-style-type: none"> 1. Develop interview skills. 2. Prepare answers to commonly asked interview questions. 3. Participate in mock interviews. 4. Know how to dress and make a good first impression. |
| To develop a professional work ethic. | <ol style="list-style-type: none"> 1. Demonstrate one's work ethic and commitment. 2. Employ time management techniques. 3. Take advantage of professional opportunities. 4. Earn recognition. |

| Course Objectives | Competencies |
|-------------------------------------|---|
| To present oneself professionally | <ol style="list-style-type: none">1. Manage one's image.2. Maintain a professional wardrobe.3. Practice good grooming and hygiene.4. Clean up one's online persona. |
| To develop interpersonal skills | <ol style="list-style-type: none">1. Understand professional relationships.2. Network professionally.3. Show basic office courtesies.4. Socialize professionally. |
| To prepare a professional portfolio | <ol style="list-style-type: none">1. Understand the basic components of a professional portfolio.2. Compile examples of one's achievements.3. Create a professional portfolio and a presentation portfolio. |