

Skills for Success

Technical Skills

Employers are looking for candidates who possess skills that prepare them to make immediate contributions. In addition to a solid academic background, employers want you, as a university graduate, to have demonstrated ability in the following skill areas: Communication, Leadership, Teamwork, Technical and Interpersonal. These skills and traits are not exclusive to those who study a particular major, but can be developed by individuals in any major. So start now! Incorporate skill development into your academic experience. Take steps to make your career dreams become career realities.

You can improve technical skills in classes, workshops and experiences that focus on applying technology and learning software programs. Here are some examples:

Classes

Look for classes that emphasize learning new technology, quantitative skills, information literacy, critical thinking, etc.

Examples of course rubrics; this is not an inclusive list.

- Agriculture and Consumer Economics (ACE)
- Business and Technical Writing (BTW)
- Computer Science (CS)
- Economics (ECON)
- Informatics (INFO)
- Library and Information Science (LIS)
- Mathematics (MATH)
- Media and Cinema Studies (MACS)
- Statistics (STAT)

Possible Minors and Certificates:

- Architecture Minor
- Business Minor
- Computer Science Minor
- Environmental Studies Minor
- Informatics Minor
- Mathematics Minor
- Statistics Minor

Experiences

- Design a personal web page
- Design or maintain websites for student organizations, University offices or community organizations
- Become a consultant in the University computer labs
- Design brochures or newsletters using desktop publishing software
- Design advertisements using computer software
- Assist community agencies with databases, statistical analyses and reports
- Work as a student network consultant
- Get a summer job or internship working on computer networks or doing programming
- Sell computers or computer software
- Start a web-based business
- Create financial reports for community organizations
- Work in a financial institution
- Keep budgets or financial records for community or campus organizations
- Work as a lab assistant
- Work in the studio or control room of a radio to TV station
- Keep up on new developments and applications in computer technology
- Use spreadsheet balance accounts to keep financial records