Skills

Eddie Jackson

Kaplan University

CS123 College Success Strategies for Professional and Liberal Studies Professionals

Unit 6

Career Skills Analysis

Name: Eddie S. Jackson

Part I. Desired Profession: Information Technology, Desktop Engineer

Fill in the following template with the career skills you will need to obtain the job you want. You should include:

1. A minimum of 5 skills or abilities you already have (such as strong written communication, knowledge of MS word / office, email, knowledge of basic Information Technology terminology, etc.).
2. A minimum of 5 skills or abilities you will gain through your degree program (such as courses or specific concepts you will need to learn).
3. A minimum of 5 skills or abilities you will need to enhance your growth in your career field (such as specific licensures, certifications, continuing education courses).

Five skills I have already obtained:	Month/Year achieved:
1. technical writing	1996
2. detailed organizational	1996
3. interpersonal skills	2000
4. strong work ethic	1993
5. professionalism	2000

Five skills I will gain through my degree program:	Month/Year planning to achieve:
1. academic/philosophy paper writing skills	2013
2. general knowledge	2013
3. sharper critical thinking skills	2013
4. ability to form an argument/debate	2013

| 5. college level reading comprehension (non-technical) | 2013 |

Five skills I will gain to enhance growth in my career:	Month/Year planning to achieve:
1. new technology server skills	2011/2012/2013/2014
2. new technology scripting skills	12/2011 & 12/2012
3. better speech/communication skills	12/2011
4. increased proficiency at all levels	12/2011
5. learn a new language	to start 2013-2015

Part II. Desired Profession Summary: Now that you have a chart outlining the skills you currently have and those still needed for a career in Information Technology you should summarize your findings. Write a 100 – 200 word summary discussing the importance of the skills and abilities you have listed, why these skills are necessary, and how they will be a benefit to you in the Information Technology field.

Possessing skills and acquiring new skills for a career are very important elements in having control over one's own future. Some important skills I already have are technical writing, very detailed organizational skills, great interpersonal skills, strong work ethic and solid professionalism. These skills have been acquired over the last 17+ years working in the Information Technology industry. I would consider these very important because they are the core components in my particular field.

There are skills that I would love to obtain that aren't really directly related to my current field of expertise; they are academic/philosophy paper writing skills, overall more general knowledge, sharper critical thinking skills, the ability to form arguments and debate, as well as increase my level of reading comprehension for non-technical information. I believe these are very important skills because they would require me to think outside the box and help me become a more rounded individual.

The final 5 skills that I would like to acquire, that would enhance my career growth, are new

technology server skills, new scripting skills, better speech/communication skills, increased proficiency all at levels, and I would love to learn a new language. These skills are important because they contribute to my career directly. They would not only allow me to continue moving forward in my career but also provide me a personal level of satisfaction. In closing, gaining new skills are an important part of one's career and should not be forgotten by the busy student or professional.