ECPI UNIVERSITY

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CIS228

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| **Technology**  Hot technology Hot Technology — a technology requirement frequently included in employer job postings | Very Skilled | Moderately Skilled | Training required |
| **Data base user interface and query software** | 10 |  |  |
| **Desktop communications software** | 10 |  |  |
| **Development environment software** | 10 |  |  |
| **Operating system software** | 10 |  |  |
| **Web platform development software** | 10 |  |  |
| Action Plan:  *I have good experience in the IT field. I started as a Cisco Intern to an electronic production tech, then converged into an IT consultant. Since then, I have learned how to program & moved my way up into Software Development. I have gained remarkable knowledge within this field and progressed far within 2 years. I stayed in the IT industry for 4 years & now I am working within the media industry. Very good database knowledge, coding practice & ability to debug complex applications. Familiar & experienced with many day to day business applications. I am experienced in developing web applications, android mobile applications, IVR systems in telecommunications & desktop applications. Introduced to wide variety of enterprise applications & always implement best practice in development. I am also a small business owner, currently in development with a small team of people.* |  |  |  |
| **Knowledge** | Very Skilled | Moderately Skilled | Training required |
| **Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming. | 10 |  |  |
| **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. | 10 |  |  |
| **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. | 10 |  |  |
| **Telecommunications** — Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems. | 10 |  |  |
| **Engineering and Technology** — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services. | 10 |  |  |
| **Public Safety and Security** — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions. | 10 |  |  |
| Action Plan:  *I am familiar with industry standard technology in all departments of IT. I possess strong skills in customer service, resolving issues for users from technical support to also, developing new features in applications for business clients. I am trained with A+, Network+, CCNA & Security+ certification standards for handling protocols from multiple organizations.* |  |  |  |
| **Skills** | Very Skilled | Moderately Skilled | Training required |
| **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. | 10 |  |  |
| **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents. | 10 |  |  |
| **Speaking** — Talking to others to convey information effectively. | 10 |  |  |
| **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. | 10 |  |  |
| **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. | 10 |  |  |
| Action Plan:  *I consider these, everyday people skills in business. I never had issues communicating with my peers or supervisors for every day work activities. I always have good insight, ask good questions & engage myself in the business model; including meetings, documentation & etc.* |  |  |  |
| **Abilities** | Very Skilled | Moderately Skilled | Training required |
| **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences. | 10 |  |  |
| **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand. | 10 |  |  |
| **Written Comprehension** — The ability to read and understand information and ideas presented in writing. | 10 |  |  |
| **Near Vision** — The ability to see details at close range (within a few feet of the observer). | 10 |  |  |
| **Information Ordering** — The ability to arrange things or actions in a certain order or pattern, according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations). | 10 |  |  |
| Action Plan:  *I have no problem with these skills, listed.* |  |  |  |
| **Work Activities** | Very Skilled | Moderately Skilled | Training required |
| **Interacting With Computers** — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information | 10 |  |  |
| **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources. | 10 |  |  |
| **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. | 10 |  |  |
| **Updating and Using Relevant Knowledge** — Keeping up-to-date technically and applying new knowledge to your job. | 10 |  |  |
| **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems. | 10 |  |  |
| **Action Plan:**  *These are natural skills to me in general, especially within my field of expertise.* |  |  |  |