Module#1 Career Development Learning

Name_____ Class number: _____
Section: _____ Schedule: _____ Date: _____

Lesson title: Basic of Computing Platform: What are Technical Skills?
Learning Targets:
1. **Identify your career goals**
2. **Identify your technical skills**
3. **Build new technical skills**

A. **Introduction**

What are Technical Skills?

Technical skills are the specialized knowledge and expertise required to perform specific tasks and use specific tools and programs in real world situations. Diverse technical skills are required in just about every field and industry, from IT and business administration to health care and education.

In fact, many entry-level positions across industries require basic technical skills, such as cloud computing in Google Drive and navigating social media platforms. Examples of more advanced technical skills that a job might require include programming languages, technical writing, or data analysis.

Technical skills examples:

- **Data analysis**
- **Web development**
- **Computer programming languages**
- **Financial management**
- **Bookkeeping**
- **UX designers**
- **Graphic design**

B. **Main Lesson**

1. **Identify your career goals**

Write down exactly what you'd like to experience in your career. While the job market can be unpredictable and there are no guarantees, gaining clarity can help you achieve your goals faster. Start with these [career goal examples](#) and add your own details:

- Enhance performance in your current job

- Get a promotion within the organization you work for

- Pursue a career in a new field with better pay

- Pursue a career that supports the lifestyle you want

2. Identify the technical skills you need

Once you know your goals, you'll need to find out which technical skills can help you achieve them. Search career-building sites like Glassdoor, LinkedIn, and Indeed for actual job postings in your desired field. Pay close attention to each job description:

- Which tasks, projects, and responsibilities would you love to take on, either in your current job or a new one?

- What kind of lifestyle would these jobs support?

- What are the required skills, education, and other qualifications that show up in job listings?

You might find it useful to create a spreadsheet to keep track of technical skills that employers require and gauge which ones you should prioritize.

3. Build new technical skills

There are several ways you can build career-specific technical skills, from taking a course or training program to getting certified in a particular skill or pursuing an undergraduate or graduate degree. Find the program that best fits your goals and lifestyle by investigating each program's details:

- Course syllabus: What are the required readings? Will you get to complete any career-focused, hands-on projects, gain experience in real-world situations, and explore what it would be like to work in your desired field?

- Expected outcomes: What specific skills does this program teach?

- Career potential: How do the program's expected outcomes relate to the skills and qualifications that employers in your field require? Does this program offer certifications or credentials that employers ask for?

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https://www.coursera.org/articles/what-are-technical-skills