CLASSROOM STRATEGIES FOR TEACHING EMPLOYABILITY SKILLS

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Cleveland Community College offers a multi-class approach to employability skills.

• First-year students learn the value of employability skills and practice them in classroom exercises
• Second-year students put those skills into real-world practice by helping run a campus PC repair clinic.

Why?

• The recommendations of Cleveland Community College’s Business and Industry Leadership Team (BILT), insists that soft skills are a must both for new hires and for incumbent workers seeking retraining.
YEAR ONE – SEMESTER ONE

• Foundational Courses
  • CTI 110: Web, Programming and Database Foundations
  • CTI 120: Network and Security Foundations
  • CTS 120: Hardware / Software Support
  • NOS 110: Operating Systems Concept
YEARN ONE – SEMESTER ONE

• Employability Skill:
  • Communication / Critical Thinking
    • Discussion Boards
      • Critical Thinking
      • Response to Classmates
      • Grammar, Punctuation
  • Dependability
    • Deadlines set and enforced
YEAR ONE – SEMESTER TWO

• Program of Study – Networking
• NET 125 Introduction to Networks
• NOS 120 Linux/UNIX Single User
• SEC 110 Security Concepts
YEAR ONE – SEMESTER TWO

• Employability Skills
  • Communication Skills
    • Continue with Discussion Boards
  • Digital Footprint
    • Setup LinkedIn Accounts
      • Join Cisco Networking Academy to Education
    • End of Semester: Update
      • Add skills mastered
  • Reinforce that employers DO look
• Hands On
YEAR TWO – SEMESTER ONE

• CTS 115 Information Systems Business Concepts
• NET 126 Routing Basics
• SEC 150 Secure Communications
• CTS 217 Computer Training / Support
• CTS 220 Advanced Hardware / Software Support
YEAR TWO – SEMESTER ONE

• Employability Skills
  • Dependability:
    • 60% of grade is based on attendance in PC Clinic
  • Digital Footprint
    • Update skills acquired
  • Technical Writing/ Communication
    • Training & Support course emphasis on communication with client
    • Service / volunteer hours in a computer related field
      • Library Helpdesk
    • PC Clinic : Job rotation
      • Front Desk – Intake
      • Troubleshooting
      • Contact with Client
      • Front Desk – return of equipment
YEAR TWO – SEMESTER TWO

• CIS 115 Intro to Programming & Logic
• NET 225 Routing & Switching I
• NET 226 Routing & Switching II
• NOS 230 Windows Admin I
• WEB 287 Web E-Portfolio
YEAR TWO – SEMESTER TWO

• Employability Skills
  • Dependability:
    • Must meet deadlines of all assignments
  • Digital Footprint
    • Update skills acquired
    • Cleanup social media
  • Resume Writing
  • Interview Skills
QUESTIONS ???

• Thank you to the National Convergence Technology Center for their continued work to support IT programs across the country with resources that include the Convergence College Network.
  • [www.connectedtech.org](http://www.connectedtech.org)
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