

SAN DIEGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION
COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER

COMM 671

COURSE TITLE

SOFT SKILLS IN WEB DEVELOPMENT

TYPE COURSE

NON-FEE

VOCATIONAL

CATALOG COURSE DESCRIPTION

This course introduces students to necessary soft skills required in the web development industry. These are intangible but extremely important for almost every position in the field. Soft skills include good communication, honesty, teamwork, punctuality, integrity, accountability and organization. Increasingly, employers have found that many employees are lacking in these areas. (FT)

LECTURE/LABORATORY HOURS

38

ADVISORIES

NONE

RECOMMENDED SKILL LEVEL

Possess a 10th grade reading level; ability to communicate effectively in the English language.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Social Responsibility
SDCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.
2. Effective Communication
SDCE students demonstrate effective communication skills.
3. Critical Thinking
SDCE students critically process information, make decisions, and solve problems independently or cooperatively.
4. Personal and Professional Development
SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self-advocacy skills to cope with changing situations in their lives.

COURSE GOALS

1. Exposure to presenting work
2. Understand the importance of social profile development
3. Learn how to setup a GitHub account and publish content using Git
4. Understand the importance of working with others
5. Understand how to give and receive critique
6. Exposure to growth mindset
7. Understand the importance of being adaptable
8. Learn strategies to communicating effectively as well as be an active listener
9. Exposure to networking
10. Build a working resume

COURSE OBJECTIVES

Upon successful completion, the student will be able to:

1. Demonstrate ability to speak comfortably within a group
2. Showcase a work-related social profile
3. Setup a working GitHub account
4. Successfully work with others
5. Demonstrate an understanding of techniques in critiquing others work and receive critique about your own work
6. Identify what a growth mindset is
7. Demonstrate strategies to communicate effectively
8. Begin to build a collection of relevant networking organizations
9. Build a current resume that leverages your skills and goals

SECTION II

COURSE CONTENT AND SCOPE

1. Course details
 - 1.1. What are soft skills?
 - 1.2. Why are they important?
 - 1.3. The soft skill basics
2. Growth mindset
 - 2.1. What is a growth mindset?
 - 2.2. Fixed mindset
 - 2.3. Steps to change from a fixed mindset to a growth mindset
 - 2.4. Tips to cultivate a growth mindset
 - 2.5. Self-awareness
 - 2.6. Self-management
3. Effective communication
 - 3.1. How can you communicate effectively?
 - 3.2. Methods of communication
 - 3.3. Challenges communicating
 - 3.3.1. Not speaking the same language
 - 3.3.2. Vague and indirect requests
 - 3.3.3. Contradictory instructions
 - 3.3.4. Lack of communication
 - 3.3.5. Scope creep
 - 3.4. Communicating better
 - 3.5. Listening
 - 3.5.1. Active listening / active observation
 - 3.5.2. Show you are listening
 - 3.5.3. Defer judgement
 - 3.5.4. Engage and provide feedback
 - 3.6. Clear communication in web design
 - 3.6.1. How can we utilize communication effectively in web design
 - 3.6.2. Useful techniques
 - 3.6.2.1. Optimizing content
 - 3.6.2.2. Enhancing visual communication
 - 3.6.2.3. Enhancing user interaction
4. Working with Others
5. Utilizing GitHub
 - 5.1. What is GitHub?
 - 5.2. How job seekers can benefit from GitHub
 - 5.3. What makes GitHub 'good'?
 - 5.4. GitHub content
 - 5.5. Getting started with GitHub
 - 5.5.1. Setting up your profile
 - 5.5.2. Getting your GitHub profile ready for a job application
 - 5.5.3. Utilizing GitHub from a job seeker perspective
 - 5.5.4. What projects should I put on GitHub?
 - 5.5.5. Publishing to GitHub

COURSE CONTENT AND SCOPE (CONTINUED)

- 5.5.6. Readme files
- 5.6. Attracting employers
- 6. Work related social media
 - 6.1. Which social media platforms are best for job seekers
 - 6.2. How to use social media to get a job
 - 6.3. Curating a personal brand
 - 6.4. The dos and don'ts of content
 - 6.5. Promoting your social media
- 7. Networking
 - 7.1. What are networking soft skills?
 - 7.2. How to network
 - 7.3. Tips to be a better networker
- 8. Resume workshop
 - 8.1. Assessing your skills
 - 8.2. Personalize your message
 - 8.3. Using keywords
 - 8.4. References
 - 8.5. Awards
 - 8.6. Resume formats
 - 8.6.1. Reverse chronological
 - 8.6.2. Functional
 - 8.7. Cover letter
- 9. Presenting
 - 9.1. What should go in a presentation
 - 9.2. Presentation tools
 - 9.3. Crafting a presentation logically
 - 9.4. Picking main points
 - 9.5. Choosing imagery
 - 9.6. Transitions
 - 9.7. Connect and engage with your audience
 - 9.8. What to say
 - 9.9. Working within a time constraint

APPROPRIATE READINGS

Reading assignments of appropriate reading level may include, but are not limited to, materials such as a textbook, supplemental reading assignments, industry-related periodicals or magazines, manuals, videos, television programs about the internet, online help, articles posted on the internet, and information from web sites, online libraries and databases. Topics should be related to techniques for good communication and may include information related to the difference between passive and active listening and response.

WRITING ASSIGNMENTS

Writing assignments may include, but are not limited to, completing assigned reports, providing written answers to assigned questions, performing internet research and reporting on that research. An example would include a case study that identifies the qualities of both a growth mindset and fixed mindset and how the two can affect a person's approach to challenges.

OUTSIDE ASSIGNMENTS

Outside assignments may include, but are not limited to, appropriate internet research, reading, preparing reports and studying as needed to perform successfully in class. An appropriate assignment for instance, would include preparing a short speech and effectively presenting to the class.

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Assignments which demonstrate critical thinking may include, but are not limited to ability to preparing a presentation and augmenting the verbal portion with visual enhancements to further increase comprehension and engagement with users. The presenter will need to incorporate effective methods of communication and provide for user interaction and feedback.

EVALUATION

Evaluation methods may include, but are not limited to performance in a variety of activities and assignments, such as creating specified deliverables, a website that meets current web standards and demonstrates a student's understanding of languages and technologies that are included within the Front-End Web Developer program. Students will need to show they understand portfolio best practices and demonstrate that they can create, publish and promote. In addition, the course may have quizzes, class participation, written and practical tests, attendance and punctuality.

Upon successful completion of all courses in the program a Certificate of Program Completion will be issued.

METHOD OF INSTRUCTION

Methods of instruction may include, but are not limited to lectures, discussion, hands-on demonstrations, computer-assisted instruction, laboratory assignments and field trips.

This course, or sections of this course, may be offered through distance education.

TEXTS AND SUPPLIES

The Missing Link: An Introduction to Web Development and Programming, Michael Mendez, Open SUNY, 2014

Recommended Supplies:

Pen, journal (composition book), notebook paper and a soft 3-ring binder, or a one-subject 110 sheet college ruled notebook, and appropriate storage media such as a USB Drive, external hard drive, or cloud-based storage.

PREPARED BY Emily Kay DATE November 3, 2021

REVISED BY _____ DATE _____

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100
California Community Colleges, Title 5, Section 55002
Continuing Education Catalog