Collin College

Texas Higher Education Board Marketable Skills 60X30 Initiative
General Education – Identification of "Soft" Skills

There are many soft skills that students could list on their resume or cover letter. Some of the most sought-after soft skills include:

- Effective communication skills
- Teamwork
- Dependability
- Adaptability
- Conflict resolution
- Flexibility
- Leadership
- Problem-solving
- Research
- Creativity
- Work ethic
- Integrity

Step 1 – Identify 3 to 4 marketable soft skills that relate to your discipline, connect to the core competencies assessed by COAT, and will be taught and shared with students in these courses.

Resources: O*net Online www.onetonline.org and Bureau of Labor Statistics www.bls.gov

Example 1: Government Marketable Soft Skills
- Apply logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems (PR)
- Integrate or synthesize pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events). (CT & COM)
- Identify the underlying principles, reasons, or facts of information by breaking down information or data into separate parts. (COM)
- Disseminate research results through academic publications, written reports, or public presentations. (COM)
- Develop and test theories, using information from interviews, newspapers, periodicals, case law, historical papers, polls, or statistical sources. (CT)
- Interpret and analyze policies, public issues, legislation, or the operations of governments, businesses, and organizations. (SR)

Example 2: Math Marketable Soft Skills
- Analyze a given problem and computational method for solving the problem. (CT & CS)
- Develop mathematical or statistical models to be used to simulate or analyze a problem. (CT, EQ, CS)
- Apply mathematical concepts and theories to obtain the solution to a problem. (CT & EQ)
- Create sets of assumptions based on a procedure to solve a problem and determine the reasonableness of a solution based on these assumptions. (CT &CS)

Step 2 – Discuss list of identified marketable soft skills with other faculty members.

Step 3 – Submit final list to the Curriculum Office (curriculumoffice@collin.edu)

Curriculum Office will compile a bank of soft marketable skills for all disciplines in the general education curriculum.