

TOP 5 TECH SKILLS FOR NON-TECH MAJORS



Technology skills are not just for technology jobs. Most jobs today require some familiarization with different technology applications. Now is a great time to build your skills with some in-demand tools that can give you a leg up in your job search.

This guide will get you started.

DePaul students have free access to LinkedIn Learning which can help you hone your skills with these technologies and so much more.

1

PROJECT MANAGEMENT AND COLLABORATION

The increase in people working remotely has elevated the need for project management and collaboration tools. These platforms will help you stay organized and collaborate no matter where you're working.

- Slack is a communication and collaboration tool that helps you stay connected and work better together on a team. Just getting started? Check out this user guide.
- Trello is a project management tool that helps you manage your to-dos and stay on track with your projects. New users can start here.

2

DATA ANALYSIS AND VISUALIZATION

All organizations use data. While data visualization enables you to tell a story through visuals, data analysis helps you figure out what story to tell. These tools will help you analyze data and create visuals that help data make sense.

- R is an open-source programming language primarily used for graphics and statistical analysis.
- Power BI can help you create reports, dashboards and visualizations to make sense out of data.
- Tableau lets users create and share reports across mobile and desktop platforms and runs both on the cloud and on-premises.

3

WEB MANAGEMENT

WEB DEVELOPMENT

Every company has a website. Web development encompasses how a website appears to a user (front end) and how it communicates with internal servers (back end). Having some ability to create single static pages or more complicated websites can help you stand out.

- HTML and CSS are the core programming languages for basic web design. They are used to develop the appearance, structure and layout of a website, with HTML representing the content and CSS providing the structure and appearance.
- JavaScript makes a website interactive. Anytime a website does anything beyond remaining static, that's JavaScript at work.
- Python is a versatile programming language used in a wide variety of applications. It's also one of the easiest languages to learn.

CONTENT MANAGEMENT SYSTEMS

A content management system (CMS) is an application that is used to manage web content and allow multiple contributors to create, edit and publish a website or web pages. The basic functions of a CMS include: content creation and formatting, content storage, workflow management, and publishing. Unlike web development, the use of a CMS does not require deep knowledge of HTML or other programming languages. Rather, most CMSs offer "drag and drop" functions. Despite their relative simplicity, it's worth gaining skills in working with a CMS. Some popular CMS tools include:

- Wix
- Wordpress
- Squarespace
- Drupal

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UX (USER EXPERIENCE) DESIGN

UX design is about how someone feels when interacting with a system or website. UX designers create digital experiences that are useful, easy to use, and pleasing to the end user.

- Adobe XD is a design platform that helps you create websites, games, mobile apps, and more.
- InVision is a popular prototyping tool for making interactive mockups of designs that can be easily shared on sites like Slack and Trello.

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WEB ANALYTICS

Web analytics measure user behavior and activity on a website or app, including how long someone stays on a page and what they click. Businesses use web analytics to optimize user engagement and benchmark site performance.

- Google Analytics is the most dominant web analytics service, allowing you to track and report on web traffic.