

CAREER STRATEGIST, CERTIFICATE OF COMPLETION

Requirements

Students completing this certificate will learn to accurately assess of their own strengths, interests, abilities and work values. They will learn to locate, evaluate, and interpret a broad range of career information. Career Strategists combine self-assessment knowledge with accurate career information to improve the skills needed to seek, obtain, maintain and change jobs. These courses improve the career development competencies required for professionals to make strategic career planning decisions.

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| Code | Title | Units |
|------------|------------------------------|-------|
| PDW NC001 | Personalized Career Planning | 0 |
| PDW NC002 | Strategic Job Search | 0 |
| CMPW NC017 | LinkedIn for Business | 0 |

Learning Outcomes

1. Define and clarify personal values, interests, personal preferences and skills.
2. Develop and maintain a professional online presence to further job search and networking success.
3. Write a professional resume and cover letter.
4. Analyze the essential components of the job interview process and create a strategic plan for specific interviews.