

# CAREER STRATEGIST, CERTIFICATE OF COMPLETION

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## Requirements

The Career Strategist Mini Certificate trains professionals to develop the skills needed to gain an accurate understanding of their strengths, interests, abilities and work values. Students also develop the skills to combine personal characteristics with career information to improve their skills at seeking, obtaining, maintaining and changing jobs. Each related course is designed and taught by a career counselor to improve the career development competencies required for strategic career decision making.

Students learn to:

1. Define and clarify personal values, interests, personality preferences and skills.
2. Formulate career, training and education options that align with individual self characteristics.
3. Develop and maintain a professional online presence to further job search and networking success.
4. Adopt a strategy to approach occupational research that will enhance job search efficiency and effectiveness.
5. Write a professional resume and cover letter.
6. Analyze the essential components of the job interview process and create a strategic plan for specific interviews.

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

## Learning Outcomes

1. Students will be able to define and clarify personal values, interests, personality 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.