

# DIPLOMA PROGRAMS CAREER COMPONENT (CRDV1-CE)

## CRDV1-CE 1000 JobFocus: Basic Project Management (1.5 Credits)

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in project management. You will translate a market assessment into an understanding of who the players are and what jobs are available in project management; complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your resume; and gain strategies to use during your interviews and job search in project management.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

## CRDV1-CE 1010 JobFocus: Medical Coding (1.5 Credits)

This course, presented online in a self-paced format, combines lectures, videos, and interactive exercises that will help you to better understand the job market and employer expectations in medical coding. You will translate a market assessment into an understanding of who the players are and what jobs are available in medical coding; complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your resume; and receive strategies to use during your interviews and your job search in medical coding.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

## CRDV1-CE 1020 JobFocus: Real Estate Sales (1.5 Credits)

This course, presented online in a self-paced format, will combine lectures, videos, and interactive exercises that will help you to better understand the job market and employer expectations in real estate sales. You will translate a market assessment into an understanding of who the players are and what jobs are available in real estate sales; complete a personal inventory to determine areas for development and help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities while highlighting past experience in your resume; and receive strategies to use during your interviews and your search for a job in real estate sales.

**Course Learning Objectives:**

- Upon successful completion of this course, students will be able to:
  - Understand market expectations and what jobs are available to them in real estate sales
  - Build a resume, cover letter, and LinkedIn profile that are specific to real estate sales
  - Best prepare and position themselves in an interview for a job in real estate sales
  - Conduct a job search in real estate sales combining networking and online applications

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

## CRDV1-CE 1030 JobFocus: Restaurant Operations and Guest Service (1.5 Credits)

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in the restaurant industry. You will translate a market assessment into an understanding of who the players are and what jobs are available in the restaurant industry; complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your resume; and receive strategies to use during your interviews and your job search in the restaurant industry.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

## CRDV1-CE 1040 JobFocus: Residential Property Administration (1.5 Credits)

This course, presented online in a self-paced format, will combine lectures, videos, and interactive exercises that will help you to better understand the job market and employer expectations in the field of residential property administration. You will translate a market assessment into an understanding of who the players are and what jobs are available in residential property administration, and you will complete a personal inventory that will help you to determine areas for development and to construct a professional pitch. You will learn to differentiate between passive versus active job search approaches, demonstrate the difference between action and result format versus job responsibilities, and highlight past experience in your resume. You also will receive strategies to use during your interviews and your search for a job in residential property administration.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

## CRDV1-CE 1050 JobFocus: Construction Administration (1.5 Credits)

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in construction administration. You will translate a market assessment into an understanding of who the players are and what jobs are available in construction administration; complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your resume; and gain strategies to use during your interviews and job search in construction administration.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 1060 JobFocus: Diploma in Bookkeeping (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in bookkeeping. Translate a market assessment into an understanding of who the players are and what jobs are available in bookkeeping; complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your r&eacute;sum&eacute;; and gain strategies to use during your interviews and job search in bookkeeping.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 1070 JobFocus: Introduction to Programming with Python (3 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in Python programming. You will translate a market assessment into an understanding of who the players are and what jobs are available in Python programming; complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your r&eacute;sum&eacute;; and gain strategies to use during your interviews and job search in Python programming.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 1080 JobFocus: Residential Real Estate Brokerage (1.5 Credits)**

This course, presented online in a self-paced format, will combine lectures, videos, and interactive exercises that will help you to better understand the job market and employer expectations in Residential Real Estate Brokerage. You will translate a market assessment into an understanding of who the players are and what jobs are available in Residential Real Estate Brokerage; complete a personal inventory to determine areas for development and help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities while highlighting past experience in your resume; and receive strategies to use during your interviews and your search for a job in Residential Real Estate Brokerage.

**Course Learning Objectives:**

- Upon successful completion of this course, students will be able to:
- Build a resume, cover letter, and LinkedIn profile that are specific to Residential Real Estate Brokerage
- Best prepare and position themselves in an interview for a job in Residential Real Estate Brokerage
- Conduct a job search in Residential Real Estate Brokerage combining networking and online applications

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 1090 JobFocus: Retail Operations Management (3 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in retail operations management. You will translate a market assessment into an understanding of who the players are and what jobs are available in retail operations management; complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your r&eacute;sum&eacute;; and gain strategies to use during your interviews and job search in retail operations management.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 1100 JobFocus: Human Resources Coordination (0 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in human resources. You will translate a market assessment into an understanding of who the players are and what jobs are available in human resources; complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your r&eacute;sum&eacute;; and gain strategies to use during your interviews and your job search in human resources.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 1110 JobFocus: Web Design and Development (0 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in web design and development. You will translate a market assessment into an understanding of who the players are and what jobs are available in web design and development; complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities while highlighting past experience in your r&eacute;sum&eacute;; and gain strategies to use during your interviews and your job search in web design and development.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 1120 JobFocus: Associate Professional in Human Resources (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in the field of human resources. You will translate a market assessment into an understanding of who the players are and what jobs are available in human resources; complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your r&eacute;sum&eacute;; and gain strategies to use during your interviews and your job search in human resources.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 1130 JobFocus: Childcare Management (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in childcare management. You will complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your resume; and gain strategies to use during your interviews and job search in childcare management.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 1150 JobFocus: Visual and Performing Arts Administration (1 Credit)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to understand long-term career management topics. You will gain strategies for building your professional brand, preparing for interviews, negotiating salary and other difficult conversations, fostering effective relationships with your manager and team, and navigating a career change. In addition, you will have viewing access to a separate career series that focuses on understanding the job search process.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 2000 JobFocus: Meeting and Convention Management (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in meeting and convention management. You will translate a market assessment into an understanding of who the players are and what jobs are available in meeting and convention management; complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your resume; and gain strategies to use during your interviews and job search in meeting and convention management.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 2010 JobFocus: Hotel Operations (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in hotel operations. You will translate a market assessment into an understanding of who the players are and what jobs are available in hotel operations; complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your resume; and gain strategies to use during your interviews and job search in hotel operations.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 2020 JobFocus: Customer Intelligence Analytics (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in customer intelligence analytics. You will translate a market assessment into an understanding of who the players are and what jobs are available in customer intelligence analytics; complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your resume; and gain strategies to use during your interviews and job search in customer intelligence analytics.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 2030 JobFocus: Legal Interpreting (Spanish/English) (2 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in Spanish/English legal interpreting. You will translate a market assessment into an understanding of who the players are and what jobs are available in the Spanish/English legal interpreting industry; complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your resume; and gain strategies to use during your interviews and job search in Spanish/English legal interpreting.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 2040 JobFocus: Legal Interpreting (Chinese/English) (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in Chinese/English legal interpreting. You will translate a market assessment into an understanding of who the players are and what jobs are available in Chinese/English legal interpreting; complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your resume; and gain strategies to use during your interviews and job search in Chinese/English legal interpreting.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 2050 Job Focus: Medical Interpreting (Spanish/English) (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in Spanish/English medical interpreting. You will translate a market assessment into an understanding of who the players are and what jobs are available in Spanish/English medical interpreting; complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your r&eacute;sum&eacute;; and gain strategies to use during your interviews and your job search in Spanish/English medical interpreting.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 2060 Job Focus: Medical Interpreting (Chinese/English) (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in Chinese/English medical interpreting. You will translate a market assessment into an understanding of who the players are and what jobs are available in Chinese/English medical interpreting; complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your r&eacute;sum&eacute;; and gain strategies to use during your interviews and job search in Chinese/English medical interpreting.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 2070 JobFocus: Hospitality and Travel Services (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in hospitality and travel services. You will translate a market assessment into an understanding of who the players are and what jobs are available in hospitality and travel services; complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your r&eacute;sum&eacute;; and gain strategies to use during your interviews and job search in hospitality and travel services.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 2080 JobFocus: Data Processing with Hadoop (0 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in data processing with Hadoop. You will translate a market assessment into an understanding of who the players are and what jobs are available; complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your r&eacute;sum&eacute;; and gain strategies to use during your interviews and your job search in data processing with Hadoop.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 2090 JobFocus: Foundations in 3D Design and 3D Printing (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in 3D design and printing. You will translate a market assessment into an understanding of who the players are and what jobs are available in 3D design and printing; complete a personal inventory to determine areas for development and help you to construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your r&eacute;sum&eacute;; and gain strategies to use during your interviews and job search in 3D design and printing.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 2120 JobFocus: Restaurant Entrepreneurship (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in the restaurant industry. You will translate a market assessment into an understanding of who the players are and what jobs are available in the restaurant industry; complete a personal inventory to determine areas for development and help you to construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your r&eacute;sum&eacute;; and gain strategies to use during your interviews and your job search in the restaurant industry.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 2130 JobFocus: Translating for the Globalized Market (English/Arabic) (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in English to Arabic translation. You will translate a market assessment into an understanding of who the players are and what jobs are available in the English to Arabic translation industry; complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your r&eacute;sum&eacute;; and gain strategies to use during your interviews and your job search English to Arabic translation.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 2140 JobFocus: Translating for the Globalized Market (English/Portuguese) (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in English to Portuguese translation. You will translate a market assessment into an understanding of who the players are and what jobs are available in the English to Portuguese translation industry; complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your résumé; and gain strategies to use during your interviews and your job search in English to Portuguese translation.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 2150 JobFocus: User Experience (UX) Design (0 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in the user experience (UX) design field. You will translate a market assessment into an understanding of who the players are and what jobs are available in UX design; complete a personal inventory to determine areas for development and help you to construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your résumé; and gain strategies to use during your interviews and your job search in UX design.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 2160 JobFocus: Writing for Television (1 Credit)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in the television industry. You will translate a market assessment into an understanding of who the players are and what jobs are available in television writing; complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your résumé; and gain strategies to use during your interviews and your job search in television writing.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 2170 JobFocus: Professional Communication (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations across all industries that utilize professional communication. You will translate a market assessment into an understanding of who the players are and what jobs are available; complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your résumé; and gain strategies to use during your interviews and your job search in any industry that utilizes professional communication skills.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 2180 JobFocus: AutoCAD (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in AutoCAD. You will translate a market assessment into an understanding of who the players are and what jobs are available in AutoCAD; complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your résumé; and gain strategies to use during your interviews and your job search in AutoCAD.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 2190 JobFocus: Commercial Property Management (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in commercial property management. You will translate a market assessment into an understanding of who the players are and what jobs are available in commercial property management; complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your résumé; and gain strategies to use during your interviews and your job search in commercial property management.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 2200 JobFocus: Construction Cost Estimating (1 Credit)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in construction cost estimating. You will translate a market assessment into an understanding of who the players are and what jobs are available in construction cost estimating; complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your résumé; and gain strategies to use during your interviews and your job search in construction cost estimating.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 2210 JobFocus: Construction Scheduling (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in construction scheduling. You will translate a market assessment into an understanding of who the players are and what jobs are available in construction estimating; complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your résumé; and gain strategies to use during your interviews and your job search in construction estimating.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 2220 JobFocus: Revit (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in building information modeling (BIM) using Revit. You will translate a market assessment into an understanding of who the players are and what jobs are available in BIM; complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your resume; and gain strategies to use during your interviews and your job search in BIM using Revit.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 2230 JobFocus: Residential Property Management (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to better understand the job market and employer expectations in residential property management. You will translate a market assessment into an understanding of who the players are and what jobs are available in residential property management; complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your resume; and gain strategies to use during your interviews and your job search in residential property management.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 2240 JobFocus: Digital Filmmaking (1 Credit)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to understand the job market and employer expectations in filmmaking and the entertainment industry. You will translate a market assessment into an understanding of who the players are and what jobs are available in filmmaking; complete a personal inventory to determine areas for development and to help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities, while highlighting past experience in your resume; and gain strategies to use during your interviews and your job search in digital filmmaking.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 3000 JobFocus: Real Estate Brokerage (1.5 Credits)**

This course, presented online in a self-paced format, will combine lectures, videos, and interactive exercises that will help you to better understand the job market and employer expectations in real estate brokerage. You will translate a market assessment into an understanding of who the players are and what jobs are available in real estate brokerage; complete a personal inventory to determine areas for development and help you construct your professional pitch; differentiate between passive vs. active job search approaches; demonstrate the difference between action & result format vs. job responsibilities while highlighting past experience in your resume; and receive strategies to use during your interviews and your search for a job in real estate brokerage.

Course Learning Objectives:

Upon successful completion of this course, students will be able to:

- Understand market expectations and what jobs are available to them in real estate brokerage
- Build a resume, cover letter, and LinkedIn profile that are specific to real estate brokerage
- Best prepare and position themselves in an interview for a job in real estate brokerage
- Conduct a job search in real estate brokerage combining networking and online applications

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 3010 JobFocus: Healthcare Informatics for Clinicians (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to understand long-term career management topics in healthcare informatics. You will gain strategies for building your professional brand, preparing for job interviews, negotiating salary and other difficult conversations, fostering effective relationships with your manager and team, and navigating a career change. In addition, you will have viewing access to a separate career series that focuses on understanding the job search process.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 3020 JobFocus: Project Management (1 Credit)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to understand long-term career management topics in project management. You will gain strategies for building your professional brand, preparing for interviews, negotiating salary and other difficult conversations, fostering effective relationships with your manager and team, and navigating a career change. In addition, you will have viewing access to a separate career series that focuses on understanding the job search process.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 3030 JobFocus: CDI for Medical Professionals (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to understand long-term career management topics in clinical documentation improvement (CDI). You will gain strategies for building your professional brand, preparing for interviews, negotiating salary and other difficult conversations, fostering effective relationships with your manager and team, and navigating a career change. In addition, you will have viewing access to a separate career series that focuses on understanding the job search process.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 3040 JobFocus: CDI for Professional Coders (1.5 Credits)**

This course, presented online in a self-paced format, will combine lectures, videos, and interactive exercises that will help you to better understand the job market and employer expectations in clinical documentation improvement (CDI). You will translate a market assessment into an understanding of who the players are and what jobs are available in CDI; complete a personal inventory to determine areas for development and help you construct your professional pitch; differentiate between passive versus active job search approaches; demonstrate the difference between action and result format versus job responsibilities while highlighting past experience in your resume; and receive strategies to use during your interviews and your search for a job in clinical documentation improvement.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 3050 JobFocus: Cities (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to understand long-term career management topics in urban and economic development and engagement. You will gain strategies for building your professional brand, preparing for interviews, negotiating salary and difficult conversations, fostering effective relationships with your manager and team, and navigating a career change. In addition, you will have viewing access to a separate career series that focuses on understanding the job search process.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 3060 JobFocus: Energy Finance: Fossil Fuels to Renewables (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to understand long-term career management topics in energy finance. You will gain strategies for building your professional brand, preparing for interviews, negotiating salary and difficult conversations, fostering effective relationships with your manager and team, and navigating a career change. In addition, you will have viewing access to a separate career series that focuses on understanding the job search process.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 3080 JobFocus: Financial Planning (1 Credit)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to understand long-term career management topics in financial planning. You will gain strategies for building your professional brand, preparing for interviews, negotiating salary and other difficult conversations, fostering effective relationships with your manager and team, and navigating a career change. In addition, you will have viewing access to a separate career series that focuses on understanding the job search process.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 3100 JobFocus: Clean Energy (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to understand long-term career management topics in clean energy. You will gain strategies for building your professional brand, preparing for interviews, negotiating salary and difficult conversations, fostering effective relationships with your manager and team, and navigating a career change. In addition, you will have viewing access to a separate career series that focuses on understanding the job search process.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 3110 JobFocus: Digital Media Translation and Localization (1 Credit)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to understand long-term career management topics in digital media translation and localization. You will gain strategies for building your professional brand, preparing for interviews, negotiating salary and other difficult conversations, fostering effective relationships with your manager and team, and navigating a career change. In addition, you will have viewing access to a separate career series that focuses on understanding the job search process.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 3120 JobFocus: Monitoring and Evaluation (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to understand long-term career management topics in monitoring and evaluation. You will gain strategies on building your professional brand, preparing for interviews, negotiating salary and difficult conversations, fostering effective relationships with your manager and team, and navigating a career change. In addition, you will have viewing access to a separate career series that focuses on understanding the job search process.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 3130 JobFocus: Coaching (1 Credit)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to understand long-term career management topics in coaching. You will gain strategies for building your professional brand, preparing for interviews, negotiating salary and other difficult conversations, fostering effective relationships with your manager and team, and navigating a career change. In addition, you will have viewing access to a separate career series that focuses on understanding the job search process.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 3140 JobFocus: TESOL (8 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to understand long-term career management topics in teaching English to speakers of other languages (TESOL). You will gain strategies for building your professional brand, preparing for interviews, negotiating salary and difficult conversations, fostering effective relationships with your manager and team, and navigating a career change. In addition, you will have viewing access to a separate career series that focuses on understanding the job search process.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 3150 JobFocus: Talent Agent Management (1 Credit)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to understand long-term career management topics in talent agent management. You will gain strategies for building your professional brand, preparing for interviews, negotiating salary and other difficult conversations, fostering effective relationships with your manager and team, and navigating a career change. In addition, you will have viewing access to a separate career series that focuses on understanding the job search process.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 3170 JobFocus: Critical Infrastructure Preparedness (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to understand long-term career management topics in critical infrastructure preparedness. You will gain strategies on building your professional brand, preparing for an interview, negotiating salary and difficult conversations, fostering effective relationships with your manager and team, and navigating a career change. In addition, you will have viewing access to a separate career series that focuses on understanding the job search process.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 3180 JobFocus: Art and Personal Property Appraisal (1 Credit)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to understand long-term career management topics in art and personal property appraisal. You will gain strategies for building your professional brand, preparing for interviews, negotiating salary and difficult conversations, fostering effective relationships with your manager and team, and navigating a career change. In addition, you will have viewing access to a separate career series that focuses on understanding the job search process.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 3190 JobFocus: Copyediting, Proofreading, and Fact-Checking (1 Credit)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to understand long-term career management topics. You will gain strategies for building your professional brand, preparing for interviews, negotiating salary and other difficult conversations, fostering effective relationships with your manager and team, and navigating a career change. In addition, you will have viewing access to a separate career series that focuses on understanding the job search process.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 3200 JobFocus: Global Art Business (1 Credit)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to understand long-term career management topics in the global art business. You will gain strategies for building your professional brand, preparing for interviews, negotiating salary and other difficult conversations, fostering effective relationships with your manager and team, and navigating a career change. In addition, you will have viewing access to a separate career series that focuses on understanding the job search process.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 3210 JobFocus: Fundraising Practices (1 Credit)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to understand long-term career management topics in fundraising practices. You will gain strategies for building your professional brand, preparing for interviews, negotiating salary and other difficult conversations, fostering effective relationships with your manager and team, and navigating a career change. In addition, you will have viewing access to a separate career series that focuses on understanding the job search process.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 3220 JobFocus: Cybersecurity (0 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to understand long-term career management topics in cybersecurity. You will gain strategies for building your professional brand, preparing for interviews, negotiating salary and other difficult conversations, fostering effective relationships with your manager and team, and navigating a career change. In addition, you will have viewing access to a separate career series that focuses on understanding the job search process.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 3230 JobFocus: Digital Marketing Strategy (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that help you to understand long-term career management topics in digital marketing. Gain strategies for building your professional brand, preparing for interviews, negotiating salary and other difficult conversations, fostering effective relationships with your manager and team, and navigating a career change. In addition, you will have viewing access to a separate career series that focuses on understanding the job search process.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 3240 JobFocus: Diversity and Inclusion Management (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to understand long-term career management topics in diversity and inclusion management. You will gain strategies for building your professional brand, preparing for interviews, negotiating salary and other difficult conversations, fostering effective relationships with your manager and team, and navigating a career change. In addition, you will have viewing access to a separate career series that focuses on understanding the job search process.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes



**CRDV1-CE 3250 JobFocus: Legal Project Management (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to understand long-term career management topics in legal project management. You will gain strategies for building your professional brand, preparing for interviews, negotiating salary and other difficult conversations, fostering effective relationships with your manager and team, and navigating a career change. In addition, you will have viewing access to a separate career series that focuses on understanding the job search process.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 3260 JobFocus: Search Engine Marketing (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to understand long-term career management topics in search engine marketing. You will gain strategies on building your professional brand, preparing for interviews, negotiating salary and other difficult conversations, fostering effective relationships with your manager and team, and navigating a career change. In addition, you will have viewing access to a separate career series that focuses on understanding the job search process.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 3270 JobFocus: Social Entrepreneurship (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to understand long-term career management topics in social entrepreneurship. You will gain strategies for building your professional brand, preparing for an interview, negotiating salary and other difficult conversations, fostering effective relationships with your manager and team, and navigating a career change. In addition, you will have viewing access to a separate career series that focuses on understanding the job search process.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 3280 JobFocus: Social Media Management (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to understand long-term career management topics in social media management. You will gain strategies for building your professional brand, preparing for an interview, negotiating salary and other difficult conversations, fostering effective relationships with your manager and team, and navigating a career change. In addition, you will have viewing access to a separate career series that focuses on understanding the job search process.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 3290 JobFocus: Data Analytics (1.5 Credits)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to understand long-term career management topics in data analytics. You will gain strategies for building your professional brand, preparing for interviews, negotiating salary and difficult conversations, fostering effective relationships with your manager and team, and navigating a career change. In addition, you will have viewing access to a separate career series that focuses on understanding the job search process.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 5028 JobFocus: Professional Translation (1 Credit)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to understand long-term career management topics. You will gain strategies for building your professional brand, preparing for interviews, negotiating salary and other difficult conversations, fostering effective relationships with your manager and team, and navigating a career change. In addition, you will have viewing access to a separate career series that focuses on understanding the job search process.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes

**CRDV1-CE 5038 JobFocus: Digital Filmmaking: Script to Screen (1 Credit)**

This course, presented online in a self-paced format, combines lectures and interactive exercises that will help you to understand long-term career management topics. You will gain strategies for building your professional brand, preparing for interviews, negotiating salary and other difficult conversations, fostering effective relationships with your manager and team, and navigating a career change. In addition, you will have viewing access to a separate career series that focuses on understanding the job search process.

**Grading:** SPS Non-Credit Graded

**Repeatable for additional credit:** Yes