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.
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; and gain 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 your search in construction administration.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes
CRDV1-CE 1060  JobFocus: Diploma in Bookkeeping (1.5 Credits)<p>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 résumé; and gain strategies to use during your interviews and job search in bookkeeping.</p><br><p>Grading: SPS Non-Credit Graded</p><p>Repeatable for additional credit: Yes</p><br><br>CRDV1-CE 1070  JobFocus: Introduction to Programming with Python (3 Credits)<p>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 résumé; and gain strategies to use during your interviews and job search in Python programming.</p><br><p>Grading: SPS Non-Credit Graded</p><p>Repeatable for additional credit: Yes</p><br><br>CRDV1-CE 1080  JobFocus: Residential Real Estate Brokerage (1.5 Credits)<p>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.</p><br><p>Grading: SPS Non-Credit Graded</p><p>Repeatable for additional credit: Yes</p><br><br>CRDV1-CE 1090  JobFocus: Retail Operations Management (3 Credits)<p>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 résumé; and gain strategies to use during your interviews and job search in retail operations management.</p><br><p>Grading: SPS Non-Credit Graded</p><p>Repeatable for additional credit: Yes</p><br><br>CRDV1-CE 1100  JobFocus: Human Resources Coordination (0 Credits)<p>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 résumé; and gain strategies to use during your interviews and your job search in human resources.</p><br><p>Grading: SPS Non-Credit Graded</p><p>Repeatable for additional credit: Yes</p><br><br>CRDV1-CE 1110  JobFocus: Web Design and Development (0 Credits)<p>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 résumé; and gain strategies to use during your interviews and your job search in web design and development.</p><br><p>Grading: SPS Non-Credit Graded</p><p>Repeatable for additional credit: Yes</p><br><br>CRDV1-CE 1120  JobFocus: Associate Professional in Human Resources (1.5 Credits)<p>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 résumé; and gain strategies to use during your interviews and your job search in human resources.</p><br><p>Grading: SPS Non-Credit Graded</p><p>Repeatable for additional credit: Yes</p>
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 résumé; 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 résumé; 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 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 résumé; 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 résumé; 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 résumé; 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 résumé; 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 résumé; 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  Job Focus: 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 résumé; 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  Job Focus: 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 résumé; 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  Job Focus: 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 résumé; 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  Job Focus: 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 résumé; 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  Job Focus: 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 résumé; 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

JobFocus: Translating for the Globalized Market (English/Arabic) (1.5 Credits)
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 scheduling; 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 scheduling.
Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes
CRDV1-CE 2220  JobFocus: Revit  (1.5 Credits)<br>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 résumé; and gain strategies to use during your interviews and your job search in BIM using Revit.<br>Grading: SPS Non-Credit Graded  <br>Repeatable for additional credit: Yes

CRDV1-CE 2230  JobFocus: Residential Property Management  (1.5 Credits)<br>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 résumé; and gain strategies to use during your interviews and your job search in residential property management.<br>Grading: SPS Non-Credit Graded  <br>Repeatable for additional credit: Yes

CRDV1-CE 2240  JobFocus: Digital Filmmaking  (1 Credit)<br>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 résumé; and gain strategies to use during your interviews and your job search in digital filmmaking.<br>Grading: SPS Non-Credit Graded  <br>Repeatable for additional credit: Yes

CRDV1-CE 3000  JobFocus: Real Estate Brokerage  (1.5 Credits)<br>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.<br>Grading: SPS Non-Credit Graded  <br>Repeatable for additional credit: Yes

CRDV1-CE 3010  JobFocus: Healthcare Informatics for Clinicians  (1.5 Credits)<br>This course, presented online in a self-paced format, will combine 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.<br>Grading: SPS Non-Credit Graded  <br>Repeatable for additional credit: Yes

CRDV1-CE 3020  JobFocus: Project Management  (1 Credit)<br>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 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.<br>Grading: SPS Non-Credit Graded  <br>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 résumé; 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 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 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 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 3160  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 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 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