

Career Strategist - Noncredit Certificate of Completion

Program Description:

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

Program SLO:

Students will be able to apply an effective career strategy through implementation of personalized career planning techniques, assessment of occupational information, social media networking, and relationship marketing.

Important Information:

For students interested in exploring other free noncredit courses through the COC School of Personal and Professional Learning please visit <https://www.canyons.edu/free> for an up to date list of course offerings and schedules.

For students interested in exploring credit courses and/or earning an Associate's degree and/or transfer, please follow up with the Counseling Office for additional information @ <https://www.canyons.edu/counseling> or (661) 362-3288/(661)362-3811.

Courses are sequenced based on recommendations by the [School of Personal and Professional Learning](#)

Career Strategist - Noncredit Certificate of Completion (24 hours)			
Course	Title & Term	FA = Fall; WI = Winter; SP = Spring; SU = Summer	Hours
NC.CSKL 009	Personalized Career Planning (FA, SP, SU)		8
NC.CSKL 010	Strategic Job Search (FA, SP, SU)		8
NC.CSKL 011	LinkedIn for Business (FA, SP, SU)		8
		Total Hours:	24

Students who are not enrolled as credit or noncredit students will need to complete an application through Enrollment Services for School of Personal and Professional Learning. To enroll, go to www.canyons.edu/freeclasses and click on the "Applicants" tab.

Resources

Personal and Professional Learning: Career Skills:

<https://www.canyons.edu/academics/schools/ppl/careerskills.php>

School of Personal and Professional Learning: www.canyons.edu/free

Enrollment Services (PPL): <https://www.canyons.edu/student-services/enrollmentservices/freeclasses/>

Counseling Department Website: www.canyons.edu/counseling

Career Center Website: <https://www.canyons.edu/student-services/career/index.php>

Certificate Request Form – Students must request their certificate once they completed all courses needed to earn a certificate. Before submitting a Certificate Request, please do the following: 1.) Know your 7 digit COC student ID number. 2.) Verify the certificate title and courses required. Browse the menu of certificate subject images on this webpage to find certificate titles and requirements. 3) Check you have completed all courses required with a "P" (passing) grade. Certificate request forms must be submitted through the School of Personal and Professional Learning website at www.canyons.edu/free