



## CAREER DEVELOPMENT CERTIFICATE

<b>Delivery Date:</b>	October 2010
<b>Delivery Format:</b>	Scheduled
<b>Program Location:</b>	Comox Valley
<b>Program Code:</b>	CRD-FT or CRD 100-108

**Program Format:** Students may enroll in individual courses.

### Program Overview:

*North Island College in partnership with Concordia University College of Alberta.*

Students are required to complete all 9 courses to achieve the program certification. Upon completion of this comprehensive program students will receive, dual certification from Concordia University College of Alberta and North Island College. Program credits are transferable to University College of Alberta degree programs. Graduates of the program have transitioned into or secured meaningful employment in the Career Development field or further academic education. These courses can be taken individually. Please see admission process.

### Program Courses:

#### **INTRODUCTORY COUNSELLING TECHNIQUES CRD-100**

Students will explore the context of the helping profession, the role of the counsellor, communication patterns and skills in counselling, how to manage counselling sessions, basic strategies for eliciting, supporting or directing client change, various theoretical orientations to counseling and the common challenges facing beginning counsellors.

**Prerequisite(s):** Admission to Program

#### **ETHICAL PRACTICE IN COUNSELLING CRD-101**

Professional behaviour is essential in any counselling relationship. This course educates career practitioners regarding ethical guidelines, ethical issues and violations of counselling ethics. Course content will include ethics in relation to: models for ethical decision making, the counselling relationship, testing and research, consultation and private practice, and counsellor preparation standards.

**Prerequisite(s):** Admission to Program

#### **WORKSHOP FACILITATION CRD-102**

This course will assist in the development and/or enhancement of the skills and knowledge necessary to prepare for and deliver quality learning experiences to groups. Participants will develop an understanding of the needs of adult learners, and learn techniques that incorporate these needs into workshop design and delivery.

**Prerequisite(s):** Admission to Program

#### **PROFESSIONAL DEVELOPMENT STRATEGIES CRD-103**

It is vital for a practitioner in career development to continue with self-directed development. This course provides a method for self-evaluation and a framework of activities to develop skills and interests, keeping up with the newest developments and being innovative.

**Prerequisite(s):** Admission to Program

#### **WORK SEARCH SKILLS CRD-104**

Students will learn how to assist clients through various work search phases by using themselves as the client and then applying what they have learned to various case situations. Some of the topics covered include: job readiness, self-assessment, resumes, cover letters, and interviews.

**Prerequisite(s):** Admission to Program

#### **THEORIES OF CAREER DEVELOPMENT CRD-105**

This course surveys the dominant theories of career choice and development with an emphasis on structural, process and eclectic approaches. Students will be expected to describe and compare theories, and to demonstrate how theories of career development can be implemented in practice.

**Prerequisite(s):** Admission to Program

#### **CAREER COUNSELLING TECHNIQUES CRD-106**

The focus of this course is to connect theory to practice and to develop a resource of strategies and activities to use with clients. It presents a five-step career counselling process that can be adapted to individual client needs.

**Prerequisite(s):** Admission to Program

#### **CAREER DEVELOPMENT RESOURCES CRD 107**

This course ensures that practitioners are aware of the most current resources available. It also provides training on how to assess the quality of a resource, and how to utilize the correct resources for individual client needs.

**Prerequisite(s):** Admission to Program

#### **JOB DEVELOPMENT CRD-108**

This course ensures that practitioners are aware of the most current resources available. It also provides training on how to assess the quality of a resource, and how to utilize the correct resources for individual client needs.

**Prerequisite(s):** Admission to Program

#### **Admission Requirements:**

- Official transcript for an undergraduate degree or;
- related post-secondary diploma or certificate or;
- experience in the field (5 years preferable) supported by a current resume

#### **Application Process:**

- Submit a completed Application for Admission form
- Pay the one time application fee of \$25
- Provide copies of requested supporting documentation (see admission requirements)

#### **Application/Registration Date:**

Applications will be accepted up to September 13, 2010.

## Registration and Fee Payment Deadline:

- Registration for the full-time certificate program must be paid in full by September 13, 2010.
- Register in individual courses at least 4 weeks prior to course start date. Fees for each course are due in full at time of registration.

## Program Schedule:

Classes are scheduled from 9:00 am - 5:00 pm daily approximately.

COURSE TITLE	COURSE CODE	COURSE SCHEDULE	COURSE FEES
Introductory Counselling Techniques	CRD 100	October 14, 15, 16 Lecture	\$995
Ethical Practice in Counselling	CRD 101	October 29 Lecture	\$375
Theories of Career Development	CRD 105	November 19, 20, 21 Lecture	\$995
Professional Development Strategies	CRD 103	December 4 Lecture	\$375
Career Development Resources	CRD 107	Jan 27, 28, 29, 2011 Lecture	\$995
Workshop Facilitation	CRD 102	Feb 24 & 25, 2011 Lecture	\$750
Career Counseling Techniques	CRD 106	March 16, 17, 18, 2011 Lecture	\$995
Job Development	CRD 108	April 9, 2011 Lecture	\$375
Work Search Skills	CRD 104	April 29 & 30, 2011 Lecture	\$750
Career Development Certificate (CRD-FT) Total			\$6,440 + NISU fees

**\*Students complete most of the course work/assignments on their own through independent study.**

## Supplies:

Note pad and pen.

## Contact Information:

If you require more information call: 250-334-5005