
CAREER DEVELOPMENT

This course examines the skills necessary for successful critical thinking, teamwork, research, and communication. The course is designed to aid adult learners in acquiring and improving the core competencies that are necessary in personal and professional development. Students will develop strategies for achieving educational goals, work, and personal settings. Access is open to everyone and students may begin the program at any time. This course is provided in online classroom, with on-to-one faculty mentoring.

The Career Development qualification program offers the:

1. Certificate of Knowledge in skills for professional development

To receive the certificate in career development program, a student must complete the curriculum shown below for the applicable option.

SKILLS FOR PROFESSIONAL DEVELOPMENT

AIM

Businesses used to partner with employees to carry out employees' career planning and development. Times have changed. Now, businesses are coming to view career development primarily as the employee's responsibility. The following major categories of information are closely related and are provided in the order they're typically needed.

OBJECTIVES

Upon completion of this program, candidates should be able to:

- Recognize adult development and learning theory.
- Recognize the team development process.
- Identify methods of citation and documentation.
- Analyze and identify personal learning styles.
- Recognize the team development process.
- Identify the five steps of the writing process.
- Identify and apply critical thinking skills.
- Analyze and identify time management skills
- Analyze and identify stress management techniques.
- Analyze and identify useful study skills.

- Perform a realistic self-assessment and examine expectations.
- Demonstrate the appropriate use of visual aids.
- Examine strategies for team presentations.

RELEVANT TEXTS

All relevant texts are available in Student's classroom. When you enter your classroom, you will note links for the course syllabus, assignments, etc. Also there is a link to e-mail your professor/instructor. All course materials are copy written and owned by the professor/instructor.

ADDITIONAL INFORMATION

You have 12 months from the date of purchase to complete your course. However, this course is designed to be completed in 6 weeks time.

STUDY GUIDE

1. FOUNDATION LEARNING SKILLS
2. ADULT LEARNING STYLES
3. PERSONAL MANAGEMENT
4. PRESENTATION AND TEAM SKILLS

5. LIFELONG LEARNING: NEXT STEPS

EXAMINATIONS & GRADING

Students should refer to Instructor's messages for weekly assignments. There is one 700-1,050-word paper that will be graded as follows:

90-100% = A
80-89% = B
70-79% = C
Below 70% = Fail

ONE TIME ALL INCLUSIVE FEE: € 430