

Attention...Career and Advising Professionals

The Career and Academic Advising Certificate

120 hours | 4 courses | online format

As a career development professional or academic advisor, providing information, advice and guidance to help individuals navigate transitions in education, work and life-balance is vibrant and rewarding work. This specialization is intended for individuals working in career development with career, employment, or immigration agencies, as well as advisors in academic secondary or post-secondary institutions. Gain the foundations, communication and assessment skills to facilitate, motivate and work successfully with a diverse population. Intake is year-round, and courses can be taken online from anywhere, in any order.

Online courses

Recommended prerequisite: Learning Online (10 hours) or equivalent

ADL 210 Career Development Foundations

Section 001 | Oct 29 – Dec 17, 2009 | 30 hours | \$399

Discuss the major career development foundations that underlie the modern practice of advising. Explore the essential components leading to employee and student success and retention whether in the workforce or in higher education. Discuss important issues facing career practitioners as they strive to help individuals make life decisions.

ADL 211 Helping Skills in Career and Academic Advising

Section 001 | Mar 9 – Apr 29, 2010 | 30 hours | \$399

Examine the specific listening and helping skills for establishing the advising relationship. Identify and develop these skills, within the context of assisting others to explore career and academic issues, clarify, and pursue their career goals.

ADL 212 Assessment Practice in Career Development

Section 001 | May 4 – Jun 24, 2010 | 30 hours | \$399

Learn to skillfully manage the assessment process, as you master developing client profiles that describe relevant interests, skills, values and other personal factors. Emphasis is on using a variety of assessment techniques and guiding the client through the key steps in the career planning process as well as providing support for the career action plan

ADL 110 Diversity in Adult Learning

Section 006 | Jan 19 – Mar 11, 2010 | 30 hours | \$399

What are the diversity issues in today's world? How do they impact our perspectives, our communication, our relationships, our value systems, our ethical practice, our classrooms and workplaces? How do we find the balance in supporting the richness of diversity and maintaining our own sense of self? Join us to explore the interlocking issues of diversity as they shape educational, management and career practices in the workplace and community.

You can also...

Take three additional core courses plus electives to earn a...

Certificate in Adult Learning specializing in Career and Academic Advising | 300 hours

Core courses | 120 hours | online

Recommended prerequisite: Learning Online (10 hours) or equivalent

- Adults as Learners | 40 hours
- Creating Programs in Adult Education | 40 hours
- Facilitating Adult Learning | 40 hours

Specialization courses | 120 hours | online

- As above | 120 hours

Elective courses | 60 hours | online

Recommended prerequisite: Learning Online (10 hours) or equivalent

- Various Electives each term | 15 – 40 hours each

Three other specializations are also available online

- Adult and Community Education | 110 hours
- Workplace Learning | 140 hours
- e-Learning | 110 hours