

Career, Leadership and Professional Development Courses

	Priorities, Interests, Values Assessments Professionalism/Workplace Etiquette Transferable Skills LinkedIn / Social Media Employer Interaction	Leadership Theories/Models StrengthsQuest Goals & Action Plans Leadership Skill Development Group Dynamics / Teamwork/Collaboration Understanding Difference Conflict Resolution Social Justice Cultural Intelligence / Global Leadership Ethics Motivation Leadership Identity Decision-Making & Problem Solving Skills	Communication Skills (Verbal) Communication Skills (Written) Communication Styles Interviewing / Informational Interviewing Networking Professional Presentation Skills Personal Branding	Event Planning Getting Involved / Volunteering/ Service Learning	Job / Internship Searching Personal Statements Negotiation Financing Your Graduate Education Recommendations & References Researching Graduate Programs Professional Communication (Resumes, Emails, etc.) Transitioning to the Workplace Personal Financial Management Budgeting & Understanding Benefits
	Explore Majors & Careers	Develop Leadership Skills	Expand Communication Skills	Gain Experience	Search for Jobs / Grad Schools
All Students					
Career Leadership Academy Part 1 & Part 2 (6 s.h. // LS: 2002 & LS:3002**)	●●●●●●	●●●●●●●●●●●●●●●●●●	●●●●●●●●●●●●	●●	●●●●●●●●
Communication Skills for Leaders (1 s.h. // LS:2012)	●	●●●●●●	●●●		●
Strengths-Based Leadership (1 s.h. // LS:2013)	●●	●●	●		
Culturally Intelligent Leadership (1 s.h. // LS:3003)	●●●●	●●●●●●●●	●●		●
Global Leadership Initiative: Xicotepec** (2 s.h. // LS:3009)	●●	●●	●	●	
Global Leadership Initiative** (1 s.h. // LS:3010)	●●	●●	●●●		
1st Year & Sophomore					
Career Exploration (2 s.h. // CCP:1300)	●●●●●	●	●●●●		●
Internships: Search, Secure & Succeed (1 s.h. // CCP:2004)	●●	●	●●		●
Sophomore & Higher					
Academic Internship** (1-3 s.h. // CCP:1201)	●●●	●	●●●	●	●●
Communication for the Workplace (1 s.h. // CCP:1301)	●	●●	●●●		
Office Etiquette for the Workplace (1 s.h. // CCP:1302)	●●●●	●●	●●●●●●		●●
Successful Teamwork in the Workplace (1 s.h. // CCP:1303)	●●	●●●●●●●●	●●●		
Graduate Admissions 101 (1 s.h. // CCP:2001)	●	●	●●		●●●●●●●●
Washington Center Internship Program** (6 or 12 s.h. // CCP:2020)	●●●	●●●	●●●●●	●	●
Perspectives on Leadership: Principles & Practice** (3 s.h. // LS:3004)		●●●●●●●●●●	●●		
Leadership Certificate Internship** (0, 2 or 3 s.h. // LS:3011)	●	●●●	●		
Leadership Theory to Practice** (3 s.h. // LS:3012)	●	●●●●●●●●●●	●●		
Junior or Senior					
Social Media for Your Job Search (1 s.h. // CCP:1305)	●●		●●		●●
Advanced Job Search Skills (2 s.h. // CCP:3101) (Hybrid: 7 online, 5 in person)	●●●●	●	●●●●		●●●●
Job Search Strategies (2 s.h. // CCP:3102)	●	●	●●●●		●●●●
Defining Your Career Path (2 s.h. // CCP:3104)	●●	●●	●●		●
Moneywise (2 s.h. // CCP:3103)	●				●

Skills Employers Seek (NACE Job Outlook 2014)

- Interpersonal
- Leadership
- Verbal Communication
- Written Communication
- Decision Making & Problem Solving Skills
- Detail Oriented/Organizational Skills
- Able to Work in a Team

Key

- ** Special permission required
- Only offered online
- CCP Career Center Programs
- LS Leadership Studies