

CAREER&LIFE PLANNING SEMINARS (CELP2-CS)

CELP2-CS 8000 Careers in Data Science and Business Analytics (2 Credits)

As new digital businesses crop up and existing businesses shift online, managers are sitting on a gold mine of valuable data. With business decisions being driven by data, new jobs, such as data scientist and analytics manager, are increasing. This course, designed for people considering this exciting field, highlights the skills required and the value of graduate degrees and certifications. Discover whether data science or analytics is right for you and how to position yourself to be hired.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 8001 How to Plan for a Financially Successful Retirement (2 Credits)

In this course, receive insight and recommendations regarding the positioning of savings and investments as you approach retirement and strategies for estate planning. Become familiar with ways to draw upon investments during retirement to minimize the risk of outliving your money. Learn about Social Security and strategies to maximize your benefits during your lifetime. Also, learn how to determine your needs for health, long-term care, and life insurance when approaching retirement.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 8026 Presentation Skills for Introverts (R) (0 Credits)

Introverts often are not naturally adept at speaking in front of others. If this describes you, then learn to share your knowledge and to present your ideas with confidence and passion by tapping into the strengths and advantages of being an introvert. Topics include preparing for a presentation, using body language and vocal variety, managing jitters, and staying attuned to the audience. Lessons are customized to build upon your individual abilities and style. Strengthen your voice through in-class exercises and constructive critique, all within a lively, supportive setting.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 8031 Developing a Resume That Stands Out (0 Credits)

Preparing a professional resume and cover letter that stand out is essential whether you are searching for your first job out of college or making a career change. Get the attention of employers by knowing what to include in both your cover letter and resume; how to present your skills, abilities, and accomplishments clearly and concisely; and which style of resume highlights your strengths. Common rules and frequent mistakes made in resume-writing are also covered. This course is appropriate for recent graduates, career changers, and people returning to the workforce.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 8034 Careers in Holistic and Natural Healing (0 Credits)

Today, about 75 percent of the population uses natural healing methods, and it is projected that in the future, holistic care will be a part of every medical clinic, hospital, and private practice. Learn the fundamentals of various natural healing methods such as naturopathy, acupuncture, herbal medicines, homeopathy, Ayurvedic medicine, holistic health counseling, Reiki and cranial sacral therapy, visceral manipulation, applied kinesiology, and others. Discuss these practices, learn how to become involved in the world of natural health and healing, and eventually start your own practice.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 8035 Workplace Strategies for ADD/ADHD (0 Credits)

Attention deficit disorder (ADD) traits can lead to lateness, procrastination, poor follow-through, disorganization, and an overwhelming sense of paralysis. Without strategies to counteract them, these tendencies pose frustrations at work. In this intimate, interactive seminar, a senior ADHD coach provides critical insights into how to manage ADD/ADHD and be successful at work. Topics include the process of creating solutions that flow with these traits instead of fighting against them, fundamental stepping-stones for breaking through barriers, and ways to gain immediate positive results in life and at work.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 8036 Marketing Yourself for a Successful Career Transition (0 Credits)

Acquire the skills needed to change careers, to pursue positions in new industries, to change jobs within the same field, or to reenter the workforce after an extended absence; regardless of background, work experience, or age. Learn strategies for selling yourself to potential employers using time-tested techniques. Develop a personal marketing plan, a mission statement, and a proposition and positioning statement. Define your core competencies and successes. Discuss transferable skills, the lifelong pursuit of professional and career development, and the art and science of networking and informational interviews.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 8056 Time Management as a Life Plan (0 Credits)

Effective time management can have a profound impact on accomplishing short- and long-term goals. Explore practical techniques for achieving objectives in an efficient and productive manner. Learn to target goals and potential obstacles, to prioritize, to analyze, and to avoid time traps through self-assessment exercises, case studies, group discussions, and written action plans.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 8061 Addressing Gaps in Your Employment History (0 Credits)

A job search is hard enough with a perfect employment history, but job hopping, lay-offs, and gaps in employment can determine whether or not you are even contacted for an interview. Learn how to address these issues on your resume and in interviews, and get the job you want.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 8532 Mind and Body Wellness in the Workplace (0 Credits)

Self-knowledge and self-care are essential for revitalizing the mind and body. Learn the fundamentals of mind and body wellness and acquire strategies for incorporating wellness techniques at work to maximize productivity and potential. Explore the importance of breaks, exercise, stretching, breathing, and meditation in relieving symptoms of physical and mental stress. Examine the powerful ways in which emotional, mental, social, spiritual, and behavioral factors can directly affect health.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9001 Discovering Your Dream Career (0 Credits)

What do you really want to do? What's the best way to go about achieving your goals? Could you use some guidance in identifying your dream career? Through small-group discussion and exercises, explore your deepest dreams, desires, talents, and ideals. Learn to recognize and to address stumbling blocks, such as fear, that stand in the way of professional satisfaction and success. Find out how to construct a career action plan that helps you to move forward with your next steps.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9074 10 Steps to a More Dynamic Voice (0 Credits)

An individual's speaking voice is critical to conveying ideas confidently and convincingly, whether interviewing for a job or giving a presentation at work. Discover how effective breathing, articulation, and pitch placement lead to opportunity in the workplace. Learn 10 steps to voice strengthening and reinvigorate your speaking voice for meetings, job interviews, on the phone, and in front of colleagues and clients. Become aware of how a voice, when properly used, can reflect a new self-confidence and make a difference in achieving a successful career.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9200 Tell Me About Yourself: Learn to Craft Your Career Narrative (0 Credits)

Human beings are hardwired to tell stories. Stories shape the way we organize information, interpret the events of our lives, retain information, communicate our thoughts, and connect through our feelings. Whether you are seeking a new job in your current field or making a career transition, it is imperative that you can tell your career story. In this class, learn how to craft your career narrative in a clear and coherent way so that it expresses your core values, demonstrates your ability to articulate, explains any gaps in employment, and establishes an emotional connection with listeners.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9203 Starting Your Own Business on a Shoestring (0 Credits)

With careful planning, starting your own business is entirely possible—even in challenging times. Many companies lack capital at the outset, yet you can find success by following smart business management strategies. This workshop focuses on what is required to start your own business. Learn how to make a little money go a long way by planning carefully and using proven strategies for achieving success. This class guides you through the initial steps required to set up and organize a business, including finding your niche, securing financing, understanding legal issues, developing time management and market research skills, creating a business image, and setting fees and rates.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9204 Producing Yourself (0 Credits)

Organize your ideas; think like a producer; and define, develop, and execute your creative concept; whether it's a cabaret show, a play, a comedy group, a short film, an alternative art show, or another endeavor. Learn the fundamentals of networking and producing and bring your project from the page to the stage, screen, or gallery.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9205 Writing for a Second Income: An Introduction (0 Credits)

Learn the nuts and bolts of launching and managing a freelance writing business for a second income. Beginning with a survey of writing opportunities in newspapers, magazines, and newsletters, find out how to identify areas of need, solicit business, capitalize on contacts and expertise acquired in current and past jobs, and develop successful products. Get instruction in managing time, setting prices, and developing guidelines to decide if and when to turn a part-time business into a full-time occupation. Case studies of successful businesses are cited.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9207 Online Presentation Skills (1 Credit)

Learn to speak effectively online; an increasingly essential skill in our fast-changing, globalized world. Whether you are interviewing for a job on Skype, participating in a virtual meeting, creating a YouTube video, teaching an online class, or creating a video podcast, polish your delivery using your voice, hand gestures, facial expressions, attire, and even backdrop to your best advantage. This class focuses on the head and shoulders rather than full body movements. Business communication coach Nancy Ancowitz helps you to discover your best self online through a playful approach, interactive exercises, and constructive feedback.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9209 Career Alternatives for Teachers (0 Credits)

If you are a teacher who wants to change fields, then you have options. There are alternative careers that recognize your skills and value your experience. Explore them with Patricia McDonald, a trained career counselor with more than two decades of teaching and staff development experience in New York City public schools. Learn to identify your skills, values, and interests; generate a range of career-related possibilities; develop a manageable plan of action; and discuss common barriers experienced by teachers exploring a career change.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9214 Careers in Global Affairs (0 Credits)

Global affairs is one of today's most popular and diverse fields, offering a variety of rewarding career paths and options. In this seminar, learn to determine which types of organizations and positions best suit your background and interests. Discover the many professional opportunities that exist in international, nonprofit, and governmental organizations. Details about the types of positions and the responsibilities they entail, as well as useful online and traditional job search resources, are discussed.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9215 Sustainability in Everyday Life (0 Credits)

Sustainability is both a personal and a corporate responsibility that has a global impact. Whether you are an individual advocate in your daily life, a professional working as a corporate citizen in an organization, or an educator interested in integrating sustainability into your curriculum, this course provides practical guidelines for championing change. Key topics covered include climate change, finite resources, green design principles, ecological footprints, organizational change, and sustainable urbanism.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9218 Finding a Purposeful Career (0 Credits)

Many of us are looking for more than just a paycheck from our professional life, but how do we put our skills and talents to use for a purpose and what is the best way to find a career with meaning? Whatever your stage of life, whether you are parent seeking a better work-life balance, a recent grad striving to make a difference, or an mid-career professional desiring more satisfaction, this course will guide you toward a more fulfilling career. Through small-group discussion and exercises, explore your values, skills, and work priorities. Find out how to construct a career action plan to help you to shift to a career with greater purpose.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9219 Working with Veterans: Best Practices (2 Credits)

Taught by a United States Marine Corps veteran and licensed clinical social worker, this seminar clarifies how military life differs from civilian life by outlining the values and the virtues experienced by service members through their training. The seminar addresses myths and stereotypes while making you aware of the reintegration challenges that today's veterans may face. The seminar provides best practices, utilizing a strengths-based approach to facilitate veterans' transitions and to position them for success.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9220 Alternative Legal Careers (0 Credits)

If your career as an attorney is unrewarding, you may want to reexamine your work role and environment. Take the Myers-Briggs Type Indicator (MBTI) and evaluate the fit between legal careers and personality. The first session explains the results of the MBTI and its implications for matching preferences in leadership, learning, and working styles. The legal specialties that attract different personality types are also discussed. Session two focuses on specific careers that are alternatives to the legal profession.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9222 Careers in Advertising and Marketing (0 Credits)

Whether you are interested in changing careers, landing your first job, or simply learning more about the different career paths within the mass communications field, this workshop offers an in-depth look at the wide spectrum of choices within this dynamic industry, including in public relations, advertising, and marketing. Learn what it takes to start and to maintain a successful career in mass communications, what organizations look for when recruiting, and how to gain essential hands-on experience.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9235 Thrive as a "Tortoise Among Hares": How to Transform Your Limitations Into Strengths (0 Credits)

Learn to achieve personal and professional aspirations if you are a tortoise; someone with big dreams and ambitious goals but limited time or energy. Gain practical strategies for managing your time and energy and for turning your limitations into strengths. Topics include changing behaviors and creating new habits, eliminating energy drains, making the most of your assets, defining success on your own terms, planning and goal setting, and taking consistent steps while giving yourself the care you need. Gain the practical tools necessary to set and achieve goals in a way that supports your well-being.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9236 Networking: The Power of Staying Connected: Winter Session (0 Credits)

Develop a confident approach to networking by using proven techniques and overcoming some of the challenges faced in networking situations. Define who is in your network, discover new ways to expand your circle, and learn how to track your outreach efforts for effective follow up. Learn how to engage cold contacts through both traditional and online networking, understand ways to approach informational meetings, and sharpen your pitching skills to hook contacts into wanting more. Students leave the class with an effective and personalized plan of action.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9301 Networking 101: Improve Your Ability to Network (0 Credits)

Networking is often the most effective way to find a job. If you are shy or uncomfortable when networking or unaware of networking techniques, you're not alone. This supportive workshop is designed to improve your ability to network by defining what it is and is not; identifying the causes of your networking reluctance; and imparting skills to help you network comfortably, effectively, and successfully.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9302 Moving Into Nonprofit and Social Impact Jobs (0 Credits)

The nonprofit sector makes up a large segment of the labor force and provides virtually the same earnings potential and advancement opportunities as the corporate and governmental sectors. However, many people are not sure how their finance, communications, research, or people skills can transfer to this increasingly popular market. In exploring the nonprofit world, this workshop examines where the jobs are and how to get one, and explains the benefits of working in this sector. Participants also learn useful strategies for networking, targeting, and researching nonprofit employers.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9310 Career Match: Connecting Who You Are with What You Want to Do (0 Credits)

Finding work that matches your passions and personality is a major step toward achieving success and satisfaction. In this seminar, take a self-assessment test to identify your strengths, your best work environment, and appropriate careers for your personality. Then, use this insight to create new career goals and action plans.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9313 Green Careers (0 Credits)

Environmental career opportunities are no longer limited to the nonprofit sector. Learn about professional possibilities in green technology, education, design, media, and other industries that can have a significant impact on improving the environment. The session culminates with a panel discussion featuring industry experts who work to change the world every day.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9318 Getting Interviews 2.0: Best Methods for Uncovering the Hidden Job Market (0 Credits)

Explore the most effective methods for landing job interviews as the means of finding employment shift from advertisements and recruiting firms to networking and online resources, such as LinkedIn and other online social networking sites. In this interactive class, learn field-tested methods for getting interviews, including building and using your network effectively, contacting people directly in ways that achieve results, applying techniques when responding to ads that increase your response rate, and making headhunter contacts more productive.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9401 Approaching Retirement: Work, Leisure, or Both (0 Credits)

If you are thinking about retirement, but are not quite there, this course can give you some guidelines for structuring your retirement plan. Retirement comes in all shapes, including working part-time at one or more jobs, volunteering, or enjoying full-time leisure with no work at all. Explore how to use the skills you have acquired over time and to develop new interests that you never had time to discover. This course offers practical advice on retirement planning and to maximize your financial resources.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9601 Business Etiquette (0 Credits)

Master proper business etiquette to gain a competitive edge in any professional situation, from a job interview to a high-powered lunch. This course focuses on the rules of etiquette that everyone should know for the office, business meals, and off-site work situations. Topics include proper introductions, cultural dos and don'ts, table manners, interview skills, and guidelines for ordering food and alcohol. Learn to make a positive and lasting first impression; to project a dynamic presence on the phone; and to employ tact in matters of diversity, gender, and age.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9607 Saving for Retirement: How Much Is Enough? (0 Credits)

In this one-day workshop, gain a solid understanding of how to position your savings and investments to prepare and provide for your retirement. A certified financial planner helps you to examine the best ways to look at, and coordinate, your various sources of retirement income and to determine how and when to draw from them.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9609 No Store, No Problem: 21st-Century Selling Options (0 Credits)

Are you always being asked, "Where did you buy that?" or "You bake/cook so well, can you make that for me?" Then, maybe it is time to think about expanding your hobby into a business. This practical workshop provides the how-tos needed to make your hobby profitable without having a brick-and-mortar store. Explore the world of street fairs, flea markets, craft fairs, food trucks, and specialized Internet sites (like Etsy) to sell your products. If you are not ready to give up your day job, but truly enjoy your hobby and want to leverage your talent into something greater, this is the course for you.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9801 Careers in Travel, Tourism, and Hospitality (0 Credits)

Learn more about the numerous employment opportunities in the diverse industries of travel, tourism, and hospitality. Identify which career paths are best for you by examining each area's pros and cons. Discover how to acquire relevant experience, education, skills, and training. Then, explore the next steps for breaking into, or advancing in, these industries. Opportunities at the local, domestic, and international levels are addressed.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9802 Evaluating and Negotiating Salary, Job Offers, and Promotions (0 Credits)

Take a common-sense approach to determining a reasonable compensation package, an approach to a negotiation, and acceptable negotiation boundaries when offered a job or promotion. This workshop provides you with the essential tools to prepare for a negotiation when you are overdue for a salary review, and it helps you to master the fundamentals of negotiating severance packages.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9803 Careers in Finance (0 Credits)

Learn about the many opportunities available to those with a background in finance. Finance jobs can be found in nearly every industry, as well as in nonprofit and governmental organizations. The jobs may change, but they never go out of style. The workshop is led by an instructor who created new careers for himself through advanced degrees and by focusing on the singular aspects of the broad finance playbook.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9804 Survive as a New Yorker (0 Credits)

If you are a new resident or a visitor to New York City, learn the "hidden rules" of surviving in the Big Apple by taking this one-day seminar. New York City has its own guidelines for walking, riding subways and buses, eating on the street, and even taking pictures. Discover places to visit and surprising facts about New Yorkers and the City itself.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9805 Getting Connected: Using Social Media (0 Credits)

In this one-day workshop, receive an introduction to various types of social media. Understand how and why they can be helpful to people of all ages and abilities. Explore how social media may be used for "branding yourself" and how to follow the online posts of family and friends.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9808 Careers in Advertising and Marketing (0 Credits)

Interested in launching a career in advertising or marketing? Learn about exciting job opportunities, from entry level to senior management positions, in advertising and marketing. Career paths discussed in this workshop include account management, research and account planning, and creative services and media; and include public relations, digital, diversity, and corporate marketing as well as providing insights into the education and experience required for these highly sought-after jobs.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9809 A Business of Your Own: Is It for You? (0 Credits)

This workshop focuses on what is required to have your own business and how to assess if you have the potential to be an entrepreneur. Evaluate your skill sets and learn what additional business skills you will need to acquire. In addition, receive guidance through the first steps of finding your niche. The class covers important start-up issues to understand, including capital, legal, setup, sales, and marketing topics.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9810 Assessment Central: Strong Interest Inventory (SII) (0 Credits)

The Strong Interest Inventory (SII) is a widely used and highly respected assessment that guides individuals when choosing academic study options and career paths. Based on well-grounded psychological research, it provides insights into the skills and abilities in which an individual excels and the workplace environments in which that person is likely to thrive. As a seminar participant, you take the SII online and then receive a 50-minute in-person coaching session with an experienced career counselor who helps you to interpret your results. The session is scheduled at a mutually convenient time for you and the career counselor.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9811 Assessment Central: Myers-Briggs Type Indicator (MBTI) (0 Credits)

The Myers-Briggs Type Indicator (MBTI) is one of the most popular assessments used in business. It helps individuals understand themselves and the way they interact with others. These insights can be used to improve their communication skills, leadership abilities, and professional development. As a seminar participant, you take an online MBTI test, and then you have a 50-minute in-person coaching session with an experienced career counselor who helps you to interpret your results. The session is scheduled at a mutually convenient time for you and the career counselor.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9813 Flourish as a Freelancer (0 Credits)

Perhaps you were downsized during the recession, you would like to spend more time with your family, or you want to turn your hobby into your career. Freelancing offers flexibility, the ability to work from home, and the opportunity to be your own boss. Learn what you need to get started, how to find freelance work, how to advertise your services, how to set your prices, and what pitfalls to avoid. This class introduces you to like-minded others and helps you to start building your referral network.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9815 Bright-Outlook Careers (0 Credits)

With the introduction of Obamacare and the rising tide of aging Boomers, there is an increase in jobs in health-related fields. Learn about the new wellness careers that exist, the types of organizations that are recruiting and what they are looking for, and ways to position yourself to get hired. Many of these jobs make attractive second and third careers because you may already have many of the skills necessary to succeed.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes

CELP2-CS 9816 Putting Humor to Work at Work (3 Credits)

Humor has been shown to reduce stress, ease conflict, and build trust, making it an essential communication tool in the workplace. However, if used inappropriately, humor can also be hurtful or even seen as aggressive. In this workshop, learn how to use humor to positive effect so that it adds more fun in your workplace—and, yes, you’re allowed to have fun at work! Learn techniques to increase your creativity, foster collaboration, and make your job and life more satisfying.

Grading: SPS Non-Credit Graded

Repeatable for additional credit: Yes