

# DOUGLAS

# ACDP

## Advanced Career Development Practice



### 100

#### CASE MANAGEMENT

*Learn the career development case management process from intake to file closure. Learn about the role barriers play in both the client return to work process and the employment counselling process. (30 hrs)*

### 200

#### CAREER DEVELOPMENT INFORMATION MANAGEMENT

*Learn how to find, assess, manage and generate up-to-date, reliable and valid labour market information. Students will leave this course with a portfolio of up-to-date labour market data for their region. (30 hrs)*

### 300

#### CAREER DEVELOPMENT DOCUMENTS

*Learn about social media platforms, virtual resumes, video resumes and strategies to teach clients how to succeed on these channels. Students will leave this course with an up-to-date social media presence and virtual resume. (30 hrs)*

### 400

#### CAREER DEVELOPMENT PROGRAM MANAGEMENT

*Learn the necessary skills to build revenue while maintaining client service mandates; manage programs from a business service perspective and how to build future proposals. (30 hrs)*

### 500

#### ABORIGINAL TOPICS IN EMPLOYMENT

*Learn about the impact of history on Indigenous communities and employment. Students will leave the course with strategies to work with Indigenous clients in urban and rural settings. (30 hrs)*

## COST

### EACH COURSE

### \$499

# ACDP ONLINE PROGRAM



## 2019-2020 Schedule

**300**

### CAREER DEVELOPMENT DOCUMENTS

*November 17 - December 15, 2019*    **CRN: 31073**

**200**

### INFORMATION MANAGEMENT

*January 12 - February 9, 2020*    **CRN: 11018**

**400**

### PROGRAM MANAGEMENT

*February 23 - March 22, 2020*    **CRN: 21019**

**500**

### ABORIGINAL TOPICS IN EMPLOYMENT

*April 5 - May 3 2020*    **CRN: 21010**

**100**

### CASE MANAGEMENT

*June 7 - July 5, 2020*    **CRN: 21007**

**APPLY TODAY AND START YOUR  
ADVANCED CDP CERTIFICATE  
ANYTIME, ANYWHERE!**

For more information, please contact  
[CFCSC@douglascollege.ca](mailto:CFCSC@douglascollege.ca)

**TO REGISTER, PLEASE CALL:  
604-527-5472**