

Ministry of Christ Church College
540 North State Road 434, Suite 38
Altamonte Springs, Florida 32714
407-834-8062
www.ministryofchristchurch.org

CN101 – Career Planning & Advancement

Certificate Course

Let us help you build your Resume Portfolio - because your work deserves to be seen... while you focus on building your skills for service, leadership, and career growth.

Course Overview

CN101 introduces students to essential career-building skills through seven core areas: mindfulness, project management, leadership, time management, business writing, presentation skills, and negotiation.

This course is designed for adult learners seeking advancement in their profession, home, ministry, or nonprofit work.

What You Will Learn

By the end of this course, students will be able to:

- Apply mindfulness techniques to improve workplace focus and reduce stress
- Build and manage small-scale projects using professional tools
- Demonstrate foundational leadership skills
- Use time-management systems to increase productivity
- Write clear, professional business communications
- Deliver confident, structured presentations
- Prepare for and conduct effective negotiations

Course Materials

This course uses the book:

Career Development All-in-One For Dummies

All assignments, practicum activities, and the final exam are based on the themes and skills taught in the book.

Included in Your Course Package

- CN101 Checklist/Syllabus
- CN101 Practicum workbook
- CN101 Final Exam (with stamped envelope)
- Textbook (mailed with course documents or directly from Amazon)
- Certificate (suitable for framing) mailed upon receiving a passing score of 70% or better

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Practicum Summary (for Resume Portfolio)

Students will complete hands-on activities in:

- Mindfulness practice
- Project planning (scope, WBS, audience list)
- Leadership self-assessment
- Time-tracking and time-blocking
- Business writing exercises
- Presentation outline and delivery
- Negotiation preparation

Final Exam

The CN101 exam includes:

- Multiple-choice questions
- Short-answer questions
- Scenario-based application

Course Requirements

- Working knowledge of English
- Ability to complete written assignments
- Live within the United States
- Access to email for submitting coursework

Tuition

\$149.00 – Individual Course

Payment is made through Shopify.

After purchase, you will be able to immediately download the **Students Welcome & Instruction.pdf** and follow the instructions. Your course materials will be mailed once you complete the steps in the PDF.

How to Enroll

Step 1: Download the Application

Visit the church college website to download the official application form.

Your application must be completed and received before your textbook and course materials will be delivered to you.

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Step 2: Review the Full Catalog

The complete catalog is available on the college website.

Step 3: Submit Your Application

Mail your completed application to the college office.

If emailing your application, include “Application Enclosed” in the subject line.

Step 4: Purchase Your Course

[Click here](#) to purchase CN101 through Shopify, our secure online store.

Once purchased and your application is processed, your textbook and course packets will be mailed to you.

Policies

For all official policies, including tuition, refund, and admissions requirements, please refer to the College Catalog.